

CHARTER OF THE DEPARTMENT OF HISTORY
UNIVERSITY OF NORTH TEXAS

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Preamble

The members of the Department of History of the University of North Texas affirm that, in addition to their individual efforts, they have a collective mission to teaching, scholarship, the Department and the University. The Department considers itself a community of scholars from which the departmental officers and committees receive their authority to act in the name of the Department and to which departmental officers and committees are responsible. Both the Department and the Department Chair recognize their responsibility to the University President and Board of Regents.

Article I. Organization and Meetings

Section 1. The departmental faculty includes all full-time tenured and tenure-track faculty members and lecturers teaching in the Department of History at the University of North Texas, including those on released time from teaching duties, on leave of absence, and retired but teaching part-time under the “Modified Service” program. Voting privileges are extended to all departmental faculty members as defined above when an election is held or a vote is taken in the Department of History, except that lecturers shall not vote on any matters related to tenure-system faculty hiring, retention, and promotion. Lectures may vote on matters related to hiring lecturers.

Departmental faculty members with primary duties in University administration, or those who are on released time or leave of absence from teaching duties during either one semester or both

semesters of the regular session (August-May), or retired faculty teaching part-time under the “Modified Service” program, or on appointments as lecturers shall not serve as Department Chair or on the Departmental Affairs Committee (DAC).

Voting Privileges: Faculty who cannot attend a department meeting to vote in person due to a university approved excuse may vote absentee on items requiring votes that are detailed on the meeting agenda. Valid reasons for requesting the opportunity to vote absentee include absences due to teaching schedules, university approved travel, sick leave, and university approved research leave. The Department Chair, in consultation with the election judge(s), will evaluate other requests to vote absentee on a case-by-case basis.

Individual departmental committees may set their own voting rules.

Absentee votes go to the chairperson in typed or written form before the meeting convenes. There are no proxy votes (one cannot designate someone else to vote for them). The absentee vote must clearly state the absentee voter’s vote on the issue as it is expected to come before the department. E.g. 1, On the question of hiring, hire __ (X person) __. Do not hire __ (Y person) __. E.g. 2, On the topic of making Z change in the charter, Yes or No. There can be no absentee votes on topics that newly arise at a meeting, but Section I.3 paragraph 2 forbids votes on any issue not previously in the notification memorandum without a two-thirds majority calling for a vote.

The department may choose at a departmental meeting to allow off-site voting (with ballots in paper or electronic form) on any particular matter. Those in attendance at that meeting will automatically receive a ballot; those who are not in attendance will be subject to the absentee voting policy.

Section 2. Departmental affairs shall be conducted by the following agents of the Department:

- a. Department Chair
- b. Departmental Affairs Committee (DAC)
- c. Tenure Committee
- d. Promotion Committee
- e. Undergraduate Committee
- f. Graduate Committee

If a faculty member can no longer serve on the Departmental Affairs Committee, the Undergraduate Committee, or the Graduate Committee, the Departmental Chair will call for faculty to vote in a replacement.

Section 3. Regular meetings of the departmental faculty shall be called by the Department Chair once each semester by October 1 and by February 15. Additional meetings may be called by the Chair, the DAC, or upon the request of five members of the departmental faculty. Notification of all meetings shall be given to all faculty members at least one week in advance, and the general order of business to be considered shall be stated in the notification. When necessary the chair, with the approval of a majority of the DAC, may waive the one week advanced notification.

Any question raised at a meeting that has not been listed previously in the notification memorandum shall not be brought to a vote until the next meeting of the faculty unless two-thirds of the faculty in attendance elect to bring the issue to a vote at that same meeting.

Section 4. All elections to departmental elective positions shall be conducted by the election judge, who shall be elected at the first departmental meeting of the fall semester. The Department Chair shall conduct the election of the election judge.

Section 5. Agents of the Department may refer any matter to the Department for its consideration. Any issue affecting the Department, excluding matters of individual tenure, promotion, and salary, may be brought before the departmental faculty for a vote. When such matters are referred to the faculty, at least two-thirds of the teaching members must be present for action to be taken. Recall of any elected representative of the Department may be accomplished by a petition signed by two-thirds of the departmental faculty and presented to the election judge. Elections for positions opened by a recall shall be held within two weeks after the petition is presented to the election judge.

Section 6. Minutes shall be kept for all meetings and distributed to all members of the departmental faculty and made a matter of departmental record.

Article II. Department Chair

Section 1. The Department Chair is the executive officer of the Department, who is responsible for the general well-being of the Department and for specific duties assigned by the University administration.

Section 2. The Chair is responsible for all departmental affairs requiring formal communication with University administration.

Section 3. The Chair is responsible for personnel matters and administrative, educational, and budgetary policies and assessments. Decisions concerning the above matters are shared with appropriate departmental agencies, according to University and Department policy.

Section 4. The Chair is responsible for administrative matters within the Department.

Section 5. The Chair serves as chair of the DAC.

Section 6. The Chair is responsible for keeping the charter, by-laws, and rules of procedure current.

Section 7. The Chair may appoint at his or her pleasure an Associate Chair to serve and to perform such duties as may be assigned.

Article III. Committees

Section 1. Charter committees are those for which the composition, selection, and duties are specified in the charter.

Section 2. Standing committees are those not specified by the charter, but which are appointed annually by the DAC. The composition and duties of standing committees are determined by the DAC.

Section 3. *Ad hoc* committees (for functions not delegated to charter and standing committees) are appointed by the Department Chair, or by the departmental faculty, or by the DAC.

Section 4. All committees shall choose their own chairs, except where the chair is specified by the charter. Committee chairs shall be responsible to the DAC for the work of their committees and shall consult with and report to the Department Chair about the work of their committees.

Section 5. Minutes shall be kept for all meetings of all committees. Copies shall be distributed to all members of the departmental faculty and made a matter of departmental record. Each charter and standing committee shall include in its first published minutes of the academic year a statement regarding the procedural guidelines under which it intends to operate. Variations from those guidelines shall be noted in the minutes.

Article IV. Departmental Affairs Committee

Section 1. The Departmental Affairs Committee (DAC) is the executive committee of the Department. It is composed of the Department Chair and six tenured, full-time faculty elected at large. The members of the DAC shall be elected during the fall semester by October 1. Members other than the Chair shall be elected for two year terms by a majority vote of the departmental faculty present and voting. Each position shall be voted on separately. Terms of the members shall be staggered so that three are elected each year. Elected members may serve a maximum of two full consecutive terms and will be eligible for re- election after an intervening academic year. The DAC shares with the Chair in decisions concerning faculty personnel, education and budgetary affairs, and administrative policy.

Section 2. Specifically, the DAC

- a. Provides for membership on standing committees where they are not elected or determined on an *ex-officio* basis.
- b. Creates new standing and *ad hoc* committees.
- c. Consults with and recommends to the Department Chair the membership of all search committees for faculty appointments, including lecturers. Search committees will be drawn from the departmental faculty and an outside member from another department. At least one graduate student will be appointed to each search committee to serve in a non-voting advisory capacity. Lecturers may not serve on search committees for tenure-system hires, but they may serve on search committees hiring lecturers.

The search committee will report its recommendation(s) in rank order to the DAC, and the DAC in turn will report its recommendation(s) in rank order as well as the recommendation(s) of the search committee to the Department as a whole.

The Department as a whole will vote on recommendations in rank order concerning hires at a meeting called and announced specifically for that purpose. Appointment(s) to the faculty must be supported by a majority of faculty present at voting in accordance with Article I, Section 1.

Absentee voting will be allowed in instances specified in the Department charter.

d. Consults with and recommends to the Department Chair on matters concerning post-tenure review in accordance with university regulations.

e. Assists the Department Chair in formulating budgetary recommendations.

g. Advises the Department Chair on administrative policy and on appointments to departmental administrative positions.

h. Recommends the recipients of all student honors administered by the Department.

i. Awards all scholarships and fellowships given to undergraduate and graduate students by the Department of History other than Teaching Fellowships and Teaching Assistantships.

Article V. Tenure Committee

(Added at the Department meeting, May 9, 1995)

Section 1. The Tenure Committee is composed of all tenured members of the Department. The Department Chair, in consultation with the DAC, will select a chair for the committee. The Department Chair is an *ex-officio* but non-voting member of the Tenure Committee.

Section 2. The Tenure Committee makes recommendations to the College of Liberal Arts and Social Sciences on (1) all members of the Department seeking reappointment before receiving tenure, and (2) all members of the Department seeking tenure and promotion to associate professor. All reappointments and all grants of tenure and promotion to associate professor and all grants of tenure to associate professors and untenured professors require the approval of two-thirds of the committee. All tenure committee members must vote on each case, either in person or via absentee ballot.

Section 3. Appeals concerning a decision by the Tenure Committee on reappointment or tenure and promotion shall be made first to the Tenure Committee and then directly to the Dean of the College of Liberal Arts and Social Sciences.

Article VI. Promotion Committee

(Added at the Department meeting September 1, 1995)

Section 1. The Promotion Committee is composed of all professors in the Department. The Department Chair, in consultation with the DAC, will select a chair for the committee. The Department Chair is an *ex officio* but non-voting member of the promotion committee.

Section 2. The Promotion Committee makes recommendations to the College of Liberal Arts and Social Sciences on all associate professors seeking promotion to professor. All promotions require the approval of two-thirds of the committee.

Section 3. Appeals concerning a decision by the Promotion Committee on promotion to professor shall be made first to the Promotion Committee, and then may be made to the Dean of the College of Liberal Arts and Social Sciences.

Article VII. Undergraduate Committee

Section 1. The Undergraduate Committee shall be chaired by the Director of Undergraduate Studies and composed of the Director of Undergraduate Studies, three other faculty members (for four faculty members total), and two students. The faculty members shall be elected annually by a majority vote of the Department faculty during the first month of the fall semester and shall serve terms of two years beginning on election. The committee membership must consist of two faculty with specialties in United States history and two faculty members with specialties in other areas. (The specialization of the Director of Undergraduate Studies will determine the balance of specialties among elected members.) The two student ambassadors for the Department of History shall be *ex officio*, non-voting members of the Undergraduate Committee. Undergraduate Advisors or anyone designated to act as Undergraduate Advisors shall be members *ex officio* of the Committee.

Section 2. The Director of Undergraduate Studies, in consultation with the Undergraduate Committee, will study and make recommendations to the Departmental Chair on requests from faculty on addition, deletion, or alteration of undergraduate courses or programs using the Curriculog Process.

Section 3. Faculty members who teach advanced courses being considered for changes initiated by staff members other than themselves shall be given notice prior to Department Chair consideration of those courses and shall be allowed to participate in such consideration.

Section 4. The Undergraduate Committee will be responsible for ongoing assessment of the undergraduate program and will report on the assessment process and results to the Department Chair and to the faculty as a whole. If the members of the Undergraduate Committee decide that the results of program assessment indicate that changes should be made to the undergraduate program, the Committee will forward its recommendations to the Department Chair and to the faculty as a whole.

Section 5. In the spring of each year the Department Chair may review the work of the Undergraduate Advisors and together may select faculty members to fill that post for the following academic year. In the absence of any action by the chair and the DAC, the people occupying the position of Undergraduate Advisor will continue for the following year.

Section 6: The Chair of the Department of History, in consultation with the DAC, will choose the Director of Undergraduate Studies. The DUS appointment is for a period of four years with one renewable term and will be reviewed annually. Course releases in return for service, summer

work assignments, summer compensation, and budget for recruiting activities will be determined by the Department Chair on an annual basis.

Article VIII. Graduate Committee

Section 1. The Graduate Committee shall be chaired by the Director of Graduate Studies and composed of the Director of Graduate Studies and the Associate Director of Graduate Studies, along with three members of the graduate faculty, elected by majority vote of the Department graduate faculty and one student member, chosen by majority vote of the committee at its first meeting of the academic year. Terms shall be two years for elected faculty members, staggered so that two members shall be elected each year. The term of the graduate student member shall be one year.

Section 2.

The Graduate Committee is responsible for graduate student admissions and funding decisions. Each fall and spring semesters, the committee will review applications to the Department's graduate programs and determine which applicants to offer admission. Each spring, the Graduate Committee, in collaboration with the Supervisor of Part-time Teachers, will evaluate and select graduate students for positions as teaching fellows and teaching assistants in the Department of History for the following academic year.

Section 3. The Graduate Committee will study and make recommendations to the Department Chair on additions, deletions, or alterations of graduate courses or programs before the end of each spring semester. The Committee will also be responsible for general policies of admissions and examinations in the graduate program.

Section 4. The Graduate Committee will be responsible for ongoing assessment of the graduate program and will report on the assessment process and results to the Department Chair and to the faculty as a whole. If the members of the Committee decide that the results of program assessment indicate that changes should be made to the graduate program, the Committee will forward its recommendations to the Department Chair and to the faculty as a whole.

Section 5. The Graduate Committee shall develop criteria for nomination to the University graduate faculty in conformity with those established by the Graduate Council and make nominations for membership on the graduate faculty to the Graduate Council. The graduate student shall not participate in these nominations.

Section 6. At the discretion of the DAC, or on request of five faculty members, recommendations concerning changes in the graduate program or curriculum are to be brought before the full departmental faculty for action.

Section 7. The Chair of the Department of History in consultation with the DAC will chose the Director of Graduate Studies. The DGS appointment is for a period of four years with one renewable term and will be reviewed annually. The Associate Director of Graduate Studies will serve at the pleasure of the Chair of the Department of History in annual consultation with the DAC. The ADGS appointment is for a period of four years with one renewable term and will be reviewed annually. Course releases in return for service, summer work assignments, summer

compensation, and budget for recruiting activities will be determined by the Department Chair on an annual basis.

Article IX. Grievance Procedures

Section 1. Grievances are understood to include grievances concerning decisions of the DAC and of the Department Chair.

Section 2. If a complainant has a grievance against the DAC, the grievance shall be handled as outlined in sections 3-7 below. If a complainant has a grievance against the Department Chair, an ad hoc committee will be created following the procedure outlined in sections 3-7 below however, when a grievance is against the Chair, then he/she will absent himself/herself from the DAC.

Section 3. Whenever a faculty grievance arises, a departmental *ad hoc* committee will be created to handle it. Such a committee will include one UNT faculty member selected by the complainant, a second selected by the DAC. Those two selected people will choose a third member who will be chair. The Department Chair will be ineligible to serve on such committees.

Section 4. The complainant shall initiate his/her case by submitting a written statement of charges together with any material that he/she wishes to be taken into consideration by the grievance committee to the secretary of the DAC. The complainant shall submit a copy of the written statement to the Department Chair. This statement shall include the name of the Department member chosen for committee membership by the complainant. The secretary of the DAC shall forward this written statement of charges to the chair of the grievance committee together with all documents relevant to the grievance.

Section 5. In the instance of a grievance against a decision of the Department Chair or the DAC or of a grievance against the DAC's annual evaluation of faculty, the complainant shall have ten calendar days after notification of the decision or receipt of the evaluation to initiate his/her case.

Section 6. If the DAC fails to appoint its representative within ten calendar days of initiation of complaint, it forfeits the case at the departmental level. Notice of such failure will be a part of the record of the case, and the complainant may appeal to the appropriate University agency.

Section 7. The departmental grievance committee, the complainant, and the DAC shall have access to all documents relevant to the investigation. The departmental grievance committee shall communicate its recommendation, together with a statement of the rationale for said recommendation, to the secretary of the DAC within ten calendar days of its receipt of all the materials relevant to the grievance. The DAC shall act on the recommendation of the departmental grievance committee within ten calendar days and shall then communicate its decision to the complainant, together with a statement of the reasons for said decision. If the situation remains unresolved to the satisfaction of the complainant he/she may appeal to the appropriate University agency for redress. In all cases, the chair of the *ad hoc* committee shall be responsible for the conveyance of records, a copy of which shall be placed in the permanent personnel file of the Department and another given to the complainant.

Article X. Amendments

Amendments to this charter shall be by a vote of 2/3 of the departmental faculty, as defined in Article I.

Article XI. By-Laws

By-laws may be adopted or amended by a majority vote of the departmental faculty, as defined in Article I.

Article XII. Implementation

This charter shall become effective when presented to the departmental faculty by the Department Chair and accepted by a vote of 2/3 of the departmental faculty, as defined in Article I. The policy committee will be reconstituted as the DAC and shall immediately implement the charter.