

UW-L Department of History By-laws
(April, 2013)

Note: URLs in these by-laws are provided for convenience and should be reviewed regularly for accuracy.

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I. Title

BYLAWS AND POLICIES OF THE DEPARTMENT OF HISTORY
University of Wisconsin-La Crosse
Adopted December 12, 2012

II. Organization and Operation

Department members are governed by six interdependent sets of regulations:

1. Federal and State laws and regulations;
2. UW System policies and rules;
3. UW-L policies and rules;
4. College policies and rules;
5. Shared governance by-laws and policies for faculty and academic staff; and
6. Departmental by-laws.

A. Preamble

The mission of the UWL Department of History is to provide leadership in history education and scholarship. We provide our students with a solid foundation in the critical thinking and analytical skills necessary for interpreting historical evidence and research. We develop historical understanding and global perspective through courses in the University's General Education program and a balanced world history curriculum, strengthened by faculty specialties in a wide range of time periods, cultures, geographical areas, and thematic approaches. Our public and policy history program develops analytical and interpretive skills through a curriculum focusing on material culture studies, oral history, cultural resource management, and community studies. Our programs prepare students for opportunities in fields such as teacher education, editing, archives, and museum studies, as well as for careers in law and government. Finally, we also serve the community by sharing our expertise when issues of historical importance engage the public's interest.

B. Meeting Guidelines

1. Department meetings will be run according to the most recent edition of Robert's Rules of Order (<http://www.robertsrules.com/>) and WI state opening meeting laws (http://www.doj.state.wi.us/AWP/2010MCG-PRO/2010_OML_Compliance_Guide.pdf); summary at (<http://www.uwlax.edu/HR/employment/PeopleAdmin/Tools/OpenMeetings/Rules-Summary.htm>).

2. The chair of the department shall schedule department meetings as necessary. A Department meeting must be convened within one week of the request of any two Department members.
3. A secretary will be elected by majority vote of the department at the first meeting of the academic year. Minutes of all meetings will be kept by secretary or designated replacement according to Department policies, and distributed promptly after each meeting. Proxy votes are not permitted at meetings of the Department or its Committees unless they are explicitly permitted in circumstances covered by Department policies.

C. Definitions of Membership and Voting Procedures

1. The membership of the Department of History will consist of all ranked faculty, full-time academic staff in their second and subsequent continuous years of employment, and those part-time academic staff with faculty status. "Membership" refers to the right to attend and participate in discussions at the department meetings.
2. Voting rights are reserved to all full-time faculty members starting immediately upon employment, and full-time instructional academic staff in their second and subsequent continuous years of employment. Exceptions to this rule will be indicated in these Bylaws relating to decisions on hiring, promotion, and retention where voting rights are governed by either a person's rank or tenure status.

D. Definitions of Quorum and Majority

For meetings of the Department, a quorum is defined as the majority of the entire membership eligible to vote. For meetings of Committees, a quorum is defined as the majority of the constituted size of the committee.

E. Changing bylaws

1. Proposals for amendments or additions to these Bylaws may be presented in writing for a first reading at any meeting of the Department of History at which a quorum is present, and adopted by a two-thirds majority vote of those present at the following Department meeting with a quorum.
2. If substantive modifications to proposals to amend or add to the Bylaws arise:
 - a) they shall be presented in writing to the secretary;
 - b) they shall be included in the proposed amendment by obtaining a simple majority; and
 - c) if modifications to the proposed amendment are adopted, voting on the amended proposal shall be postponed until the next Department

meeting. The Chairperson shall make the amended proposal the first order of business at the next Department meeting.

3. Amendments to Departmental Policies: Proposals for changes or additions to Department policies may be presented in writing for a first reading at any meeting of the Department of History at which a quorum is present, and adopted by a simple majority vote of those present at the following Department meeting with a quorum.
4. Action to Propose or Adopt Amendments Limited to the Academic Year: Any decision to alter Department bylaws or policies must be made during the official academic year.

III. Faculty/Staff Responsibilities

A. Faculty

Faculty responsibilities are enumerated in section IV of the Faculty Senate by-laws entitled "Responsibilities of Departments, Department Members and Department Chairpersons" (<http://www.uwlax.edu/facultysenate/ABP/FacSenatePolicies.html>).

1. In addition to teaching the discipline of History in keeping with the curriculum created by the Department, these responsibilities include the following:
 - a) promoting scholarship and creative activities;
 - b) promoting the continued professional growth and development of its members by encouraging their participation in sabbatical leaves, developmental leaves, conferences, professional workshops and other similar programs;
 - c) utilizing the expertise and interest of its members to provide professional service;
 - d) advising students of academic program requirements and presenting the array of available career opportunities;
 - e) providing an internal governance structure in which the functions of the Department can take place; and
 - f) making personnel decisions.
2. The Department of History upholds the highest standards of professionalism, ethics, academic integrity and collegiality.
3. All tenured and probationary faculty of the History Department shall teach a workload of nine classroom hours per semester. The workload of full-time instructional academic staff in the History Department shall also be nine classroom hours per semester plus three additional hours of service or scholarship.
4. Specific workload decisions shall be made as follows:

- a) Individual workload is a collaborative decision involving the department chair, the department, and the dean. Accountability for that determination shall rest with the department chair.
 - b) Departmental workload is determined by the department and the academic dean. Accountability for that determination shall rest with the academic dean(s).
5. The Department will identify School of Education faculty members who are specifically hired as teacher educators. A teacher educator is defined as an individual with the primary expectation in teaching education pedagogy or significantly contributing to a teacher education program that requires Wisconsin Department of Public Instruction (DPI) program approval.

B. Instructional Academic Staff Responsibilities and Expectations

1. Requests for IAS hiring will be presented to the college dean. The request will indicate one of the standard titles from the lecturer or clinical professor series (<http://www.uwlax.edu/facultysenate/committees/ias/pages/titling.html>) and will outline specific duties including teaching and any additional workload. Total workload for IAS is defined as a standard minimum teaching load plus additional workload equivalency activities. <http://www.uwlax.edu/facultysenate/41st/3-29-07/IAS%20Appendix%20B.htm>.
2. Instructional academic staff members are held to the same teaching expectations as are faculty members. Since instructional academic staff do not have the full range of responsibilities in the area of scholarly productivity and service, the evaluation of instructional academic staff shall be based primarily on the quality of their teaching record. Part-time instructional academic staff are not expected to assume responsibilities for student advising or service on departmental or university committees. Full-time instructional academic staff shall be evaluated primarily on the basis of the quality of their teaching, but in the second and subsequent years of continuous employment they are expected to advise students and serve on one or more committees.
3. Full-time instructional academic staff engaged in undergraduate instruction have a teaching load of 9 contact hours of group instruction per week. The total workload for full-time equivalency shall not exceed 12 contact hours (e.g., 9 contact hour teaching load plus up to 3 contact hours additional workload equivalency).
4. Half-time instructional academic staff engaged in undergraduate instruction have a teaching load of .5 SCH as determined by departmental workload of group instruction per week. The total workload for a half-time equivalency shall include up to 2 contact hours additional workload equivalency.

5. Individual Development Plan: The IDP is used to establish workload guidelines for each academic staff member and utilized for performance review and career progression.
6. Departments shall determine IAS full-time equivalencies. Equivalencies might include: Service to the department, college and/or university; Scholarship.
7. The Department will identify School of Education IAS members who are specifically hired as teacher educators. A teacher educator is defined as an individual with the primary expectation in teaching education pedagogy or significantly contributing to a teacher education program that requires Wisconsin Department of Public Instruction (DPI) program approval.

C. Non Instructional Academic Staff Responsibilities and Expectations

D. Student Evaluation of Instruction

1. The department will follow the UW-L SEI policy and procedure available on the Faculty Senate webpage
<http://www.uwlax.edu/facultysenate/Archived%20Documents/Archived%20Document%20Page.htm>.
2. Ranked Faculty & SEIs: Results from the Faculty Senate-approved SEI questions are required for retention, tenure, and promotion in the form of (1) the single motivation item and (2) the composite SEI consisting of the 5 common questions. These numbers will be reported using the Teaching Assignment Information (TAI) form. The candidate will add both the motivation item and the composite SEI fractional median for each course. In addition, the candidate's overall fractional median for the term on both the single motivation item and the composite SEI are reported. Finally, the candidate adds the departmental fractional median for both the single motivation item and the composite, the minimum and maximum composite SEI for the department, and the candidate's rank in SEI scores relative to all departmental ranked faculty (tenure-track or tenured) for that term (e.g. 3 of 15).
3. IAS renewal and career progression: The same information as above is reported; however, no TAIs are generated for IAS.
4. Members of the Department of History shall conduct systematic student evaluations of instruction (SEIs) at least once each year. In a semester during which the SEI is conducted, all courses taught that semester shall be evaluated. Since the University Joint Promotion Committee requests applicants for promotion to submit SEI scores for each semester, faculty members holding rank below professor shall conduct the SEI each semester. Student course evaluations will be conducted using the SEI form adopted by the Department and prepared for use by the Department ADA (Academic Department Associate). The

SEI forms shall be administered not prior to the 12th or after the last week of regular class sessions of the semester.

5. While instructors may wish to conduct SEIs in courses taught during a summer session, January intersession, May term intersession, or courses taught off-campus, those SEI scores shall not be used for purposes of performance evaluation or for merit pay considerations.

IV. Merit Evaluation (Annual Review)

The results of merit reviews for all ranked faculty who have completed at least one academic year at UW-L are due to the Dean's Office on Dec. 15 annually. Merit reviews reflect activities during the prior academic year ending June 1.

A. Evaluation Processes & Criteria

1. Faculty

- a) Annual Individual Professional Activity Reports should address three categories of activity: (1) teaching; (2) scholarly activity; and (3) professional and public service. Faculty members should formulate their comments on their activities in terms of the Department's curriculum and academic goals. These Individual Professional Activity Reports are due to the Department Chair by the end of May of each academic year, reporting on the activities of the summer and academic year preceding the report.
- b) The Promotion and Merit Pay Committee, a departmental standing committee, meeting in the Fall Semester of each academic year, uses material collected in the previous May to make determinations for merit pay categorizations applied to distributions that will be awarded in the following fiscal year. [For example, reports submitted in May 2003, describe activities from June 2002 through May 2003. The Merit Pay Committee meets in the Fall Semester of 2003 and uses this information to determine merit categories (see below) that are applied to merit pay increases for 2003-04. Except in extraordinary circumstances, first year faculty members shall be placed in the "meritorious" category.]
- c) The Department shall distribute merit rankings using the following categories: Excellent, Special Merit, Meritorious, or Non-meritorious. Only those applying for promotion shall be considered for the Excellent category, and in that sense are self-nominated. Merit pay increases for members judged Excellent shall be nominal, as recommended by the Merit Pay Committee

and decided by majority vote of the Department. The Special Merit category shall be available to any faculty member, and is intended to reward very special and specific effort. Persons who wish to be considered for Special Merit must nominate themselves when they submit their Individual Professional Activity Report. The category Meritorious shall be the general ranking given to most members of the faculty.

- d) Formative evaluation: This is an option available to any member of the Department. The Department process provides that formative evaluation be conducted by a committee of three to five persons appointed by the Department Chair in consultation with the person requesting formative evaluations, with the Department Chair appointing the committee chair. Formative evaluation must occur if the faculty member requests it in writing; it may occur at the suggestion of the Merit Pay committee. Formative evaluation should include discussion of individual goals, the faculty member's contributions to the goals and responsibilities of the Department, and the commitments of both Department and faculty member to reach an agreed upon set of goals.

2. Instructional Academic Staff (if included in merit processes, otherwise see VI).

3. Non-Instructional Academic Staff (if included in merit processes, otherwise see VII).

4. Department Chair (if applicable)

B. Distribution of Merit Funds

See IV.A.1.c.

C. Appeal Procedures (if applicable)

V. Faculty Personnel Review

The department will follow the policies regarding retention and tenure described in the Faculty Personnel Rules (UWS 3.06 - 3.11 and UWL 3.06 -3.08)

(<http://www.uwlax.edu/hr/rules/Ch3.htm>).

Tenure/retention decisions will be guided by the criteria established in the by-laws at the time of hire unless a candidate elects to be considered under newer guidelines. The criteria outlined in Section V. A & V. B. "Faculty Personnel

Review" in these by-laws should be applied to faculty with a contract date after December 12, 2012.

The department will follow policies guiding part-time appointments for faculty and tenure clock stoppage available on the Human Resources website:

<http://www.uwlax.edu/hr/current>

A. Retention (procedure, criteria and appeal)

1. Faculty under review provide an electronic portfolio related to their teaching, scholarship, and service activities extracted from their date of hire to date of review. Hyperlinked syllabi are required and the candidate may choose to provide additional evidence. Additional materials may be required for departmental review and will be indicated in these by-laws.
2. Departments will provide the following materials to the dean: 1. Department letter of recommendation with vote; 2. Teaching assignment information (TAI) datasheet that summarizes the courses taught, workload data, grade distribution and SEIs by individual course and semester (which are only available after completing a full academic year) and departmental comparison SEI data; and 3. Merit evaluation data (if available).
3. The initial review of probationary faculty shall be conducted by the tenured faculty of the appropriate department in the manner outlined below.
4. Starting with tenure-track faculty hired effective Fall 2008, all first-year tenure-track faculty will be formally reviewed in the spring of their first year. A departmental letter will be filed with the Dean and HR. Formal reviews resulting in contract decisions will minimally occur for tenure-track faculty in their 2nd, 4th and 6th years.
5. The History Department's procedure for retention review shall be as follows:
 - a) Upon the call of the Provost/Vice Chancellor, the Retention and Tenure Committee shall review materials prepared for and/or by every Department member identified for review as a probationary faculty member.
 - b) A call for review materials and written notice of the date and time of the review meeting shall go to each probationary faculty member no less than 20 calendar days prior to such meeting. The meeting shall be conducted in compliance with the Open Meetings Law of the State of Wisconsin. The probationary faculty member shall be given opportunity to make written and or oral presentations at the meeting. The committee's

decision shall be reported in writing to the probationary faculty member, and to the Dean within seven calendar days.

c) The Chair shall preside at the review meeting of the Retention and Tenure Committee and shall conduct the vote by written and signed ballots. A simple majority of votes cast shall prevail. A statement of the reasons for the decision will be prepared, and will be presented to Dean along with the numerical tally of the vote.

d) In the event that the Department should lack tenured members to serve on the Retention and Tenure Committee, the Dean will conduct review of candidates for retention.

6. Materials for review shall include:

a) A Report of Teaching Effectiveness, to include

- (1) Honors and Awards
- (2) Assignments and exams
- (3) SEI ratings and peer evaluation
- (4) Academic standards and integrity
- (5) Student advising
- (6) Direction of undergraduate research or creative work

In general, this report on teaching should address teaching assignment, teaching development, teaching evaluation, and professional goals for teaching. Teaching assignment encompasses a listing of courses taught, unique expertise, approach to grading and evaluation, and duties that are different from classroom teaching. Teaching development encompasses the development of new courses and units, innovations and improvements in teaching techniques, participation in workshops on teaching, and preparation of curriculum materials. Teaching evaluation encompasses a narrative outlining the methods used to evaluate teaching, in addition to written evaluation of peer(s), and SEI scores. Professional goals for teaching include a statement of general goals, as well as course-specific plans to move towards these goals.

b) A Report on Scholarship, to address publications, work in progress, conference paper presentations, as well as a statement of professional goals for scholarship. This includes:

- (1) Published articles, books, readings, edited journals, and refereed publications in electronic media
- (2) Professional conference participation
- (3) Historical consulting
- (4) Production of films / exhibits / new media
- (5) Oral history
- (6) Grants awarded

- (7) Grants applied for
- (8) Publications related to undergraduate research or creative work
- c) A Report on Professional and Public Service, to consist of a listing and brief explanation of the faculty member's organization of campus-wide events, service on campus-wide committees, as well as service to the History Department, to the campus, and to the community. Where pertinent, national and international service should also be listed. These include but are not limited to:
 - (1) Organization memberships
 - (2) Offices in organizations
 - (3) Community organizations
 - (4) Service to schools
 - (5) Building library resources
 - (6) Speeches
 - (7) Consulting
 - (8) Other

7. Criteria

Criteria for retention decisions parallel the review categories identified in points 1-3 above (Reports of Teaching Effectiveness, on Scholarship, and on Service). Retention and Tenure Committee voters are instructed to weight teaching at 50% of the total evaluation and to weight Scholarship and Service 25% each, for a combined 50% weight. Compliance with this instruction shall be documented. Retention criteria and their weighting and procedures shall not be changed during the year preceding the review.

8. Decisions Against Retention, and Appeals

Should the result of the vote be against retention of the probationary faculty member, a record of reasons for the decision shall be made prior to adjournment. This document shall be communicated to the probationary faculty member. Should he or she chose to appeal the decision, the probationary faculty member may address and/or contest the Retention and Tenure Committee's statement of the reasons for denying retention, in accord with Faculty Senate policies.

9. Teacher Educators

For contract-renewal reviews, the School of Education Director will review a School of Education candidate's work as a teacher educator and provide written feedback that addresses the candidate's professional contributions (teaching, scholarship, and service), expectations for teacher education, and contributions to the larger educational community. The SOE Director will simultaneously transmit the feedback to the candidate and the chair. The feedback will be included as one component of the candidate's materials reviewed by the

department. The department chair is responsible for submitting the candidate's portfolio to the SOE Director no fewer than 7 days prior to the departmental review; however, for efficiency purposes, it is recommended instead that the candidate submit the portfolio to the SOE Director at the same time that it is submitted to the chair for departmental review.

B. Tenure review and departmental tenure criteria

1. The recommendation for retention for the year following the probationary period shall constitute a recommendation for tenure.
2. The criteria for tenure are the same as for retention. However, the decision for tenure is cumulative (based on all previous retention reviews and decisions) and predictive of future work.

C. Post-tenure Review

1. Criteria

The Department of History will conduct a review of teaching, scholarship and service of the tenured faculty members, using information from peers and students.

2. Procedures

Once every five years, each tenured faculty member's activities and performance will be reviewed. A review cycle is on file with the Dean. The review will be completed as part of the merit determination process (or as soon thereafter as possible). Merit determination procedures are defined in History Department By-Laws section IV. A. 1. The Merit Pay Committee shall follow the following methods:

- a) Tenured faculty members who have received five uninterrupted years of satisfactory ("Meritorious") or higher merit evaluations shall be judged to be performing satisfactorily.
- b) Tenured faculty members who are up for review and who wish to focus the evaluation on aspects for their individual professional development may choose to activate the formative evaluation procedures previously adopted by the Department (see Department Bylaws IV. A. 6. d., above). Formative evaluation is voluntary, provides for direct collegial interaction and is designed to produce a consensus. No written records of formative evaluations are kept. With the consent of the tenured faculty member under review, a written request could be sent to the Dean describing resources needed for that person to act on any recommendations stemming from formative evaluation.

- c) Tenured faculty members who have received one or more merit evaluation(s) of less than satisfactory performance in the previous five years shall be required to initiate formative evaluation.
- d) The results of the periodic review of tenured faculty members will be sent to the Dean.

3. Teacher Educators

The School of Education Director will review a School of Education faculty member's work as a teacher educator and provide written feedback to the department chair that addresses the candidate's professional contributions (teaching, scholarship, and service) and expectations for teacher education, and the faculty member's contributions to the larger educational community. The SOE Director's feedback will be considered by the department and noted in the letter regarding the candidate.

D. Faculty Promotion Procedures (procedure, criteria and appeal)

The department will follow the guidelines and schedules regarding faculty promotion available at <http://www.uwlax.edu/hr/promo-resources.htm>.

1. All meetings of the Promotion Committee shall take place in compliance with the Wisconsin Public Meeting Law. There shall be a minimum of twenty days notice prior to the holding of any such meeting.
2. On behalf of the Department, the Department Chair shall request each person eligible for promotion to assemble promotion evaluation materials covering her or his work for the past three years or since the time of the last promotion.
3. Promotion recommendations shall be made by the Department's Promotion/Merit Pay Committee and the Department Chair will forward them to the appropriate administrative office.
4. In the course of its deliberations the committee shall have access to the candidate's SEI ratings for the past three years.
5. The following criteria shall be used for judging the performance of members relative to recommendations for rank advancement:
 - a) Teaching (50%):
 - (1) Honors and Awards
 - (2) Assignments and exams
 - (3) SEI ratings and peer evaluation
 - (4) Academic standards and integrity
 - (5) Student advising
 - (6) Direction of undergraduate research or creative work

b) Scholarship (when weighted with “c” below shall combined represent 50%):

- (1) Published articles, books, readings, edited journals, and refereed publications in electronic media
- (2) Professional conference participation
- (3) Historical consulting
- (4) Production of films / exhibits / new media
- (5) Oral history
- (6) Grants awarded
- (7) Grants applied for
- (8) Publications related to undergraduate research or creative work

c) Professional and Public Service (when weighted with “b” above shall equal 50%):

- (1) Organization memberships
- (2) Offices in organizations
- (3) Community organizations
- (4) Service to schools
- (5) Building library resources
- (6) Speeches
- (7) Consulting
- (8) Other

6. At the option of the Promotion/Merit Pay Committee a candidate for promotion could be invited to submit the names of three “outside” evaluators, from which one would be selected to assess the candidate’s published scholarship.
7. The department chair or applicable personnel committee chair will provide the promotion portfolio for any School of Education faculty in the department to the School of Education Director at least seven calendar days in advance of the scheduled review. The SOE Director will provide written feedback simultaneously to the candidate and the chair prior to the meeting. The portfolio will be reviewed on the candidate’s professional contributions (teaching, scholarship, and service) and expectations for teacher education, and the faculty member’s contributions to the larger educational community. The SOE Director’s feedback will be considered by the department and noted in the letter regarding the candidate.

E. Peer Observation of Teaching

1. In some fashion, peer review of teaching is part of the following four review processes:
 - a) annual review and merit evaluation (see IV);
 - b) retention decisions for probationary faculty (see V);
 - c) the instructional academic staff reappointment process (see VI); and
 - d) promotion recommendations (see V);
2. Classroom observation of teaching is required at least once per academic year for probationary faculty members for the first four years of employment, and for instructional academic staff members with a full year appointment. It is required once per semester for instructional academic staff members with a semester appointment for as long as the Retention Committee wishes to request them.
3. After a Department member has agreed to observe a colleague's teaching, the two are encouraged to meet prior to the class session to discuss the instructor's goals for that class session. The observer shall write a short descriptive report on the class session, to be distributed to the instructor, the Department Chair, and eventually to the Retention Committee.

VI. Instructional Academic Staff Review

A. Annual Review

In Accordance with Faculty Personnel rules UWS 3.05-3.11 and UWL 3.08, academic staff will be evaluated annually. The Individual Development Plan (IDP) form will accompany the department's evaluation. IDP Form:

<http://www.uwlax.edu/hr/current/idp/idp.htm>.

- 1 Prior to or upon the call from the Provost Vice Chancellor, the Department Chair shall convene the Retention and Tenure Committee to review materials prepared for and/or by every instructor identified for review as an instructional academic staff member and to make recommendation(s) to the Dean for the retention/non-retention of these instructors.
- 2 Materials for part-time instructional academic staff members under consideration for retention shall include a record of teaching, including materials described in Department Bylaw IV. A. 6. a. The individual will also include a record of scholarship and/or service, as stipulated in that individual's IDP. Materials for full-time instructional academic staff members under consideration for retention shall include
 - a) a record of both student and peer evaluations of teaching (see Department Bylaw III. D.);

b) a record of research and/or service as stipulated in the individual's IDP.

- 3 A call for review materials and written notice of the date and time of the review meeting shall go to each person being reviewed no less than twenty calendar days prior to such meeting.
- 4 The meeting shall be conducted in compliance with the Open Meetings Statute of the State of Wisconsin. The instructional academic staff member(s) shall be given opportunity to make written and/or oral presentations at the meeting.
- 5 The Retention Committee's decision shall be reported in writing to the staff member under review and to the Dean of the College within seven calendar days.

B. Career Progression Procedures

Policies and procedure guiding career progression for IAS are available at <http://www.uwlax.edu/facultysenate/committees/ias/pages/CareerProgression.html>

C. Appeal Procedures re: Annual Review

VII. Non-Instructional Academic Staff Review (if applicable)

In accordance with Faculty Personnel rules UWS 3.05-3.11 and UWL 3.08, academic staff will be evaluated annually. The Individual Development Plan (IDP) form will accompany the department's evaluation. IDP Form:

<http://www.uwlax.edu/hr/current/idp/idp.htm>.

VIII. Governance

A. Department Chair

1. Election of the Department Chair

The CLS Dean's office conducts the election for department chair. Current faculty or instructional academic staff with one full year of full time experience in the department are eligible to vote. The Department Chair serves a three year term before a new election is necessary. This procedure is outlined in Faculty Senate Policy V, "The Selection of Department Chairpersons."

2. Responsibilities and Rights of the Department Chair

The department will adhere to the selection and duties of the Chair that are delineated in the Faculty Senate Policies (revised 2008)

<http://www.uwlax.edu/facultysenate/ABP/FacSenatePolicies.html> under the heading "IV. Responsibilities of Departments, Department Members and

Department Chairpersons," "V. The Selection of Department Chairpersons," and "VI. Remuneration of Department Chairpersons." In addition, references to chair-related duties are stated throughout the Employee Handbook http://www.uwlax.edu/hr/current/docs/2008_UW-L_Handbook.pdf

- a) The Chair is expected to assume a prominent role in creating a professional environment conducive to high morale and productivity in the Department. Further, in consultation with the appropriate committee(s), the Chair shall oversee the implementation of department policies in the following areas:
 - (1) Registration and scheduling;
 - (2) Curriculum implementation and development;
 - (3) Budget, textbooks, equipment and facilities;
 - (4) Convening and presiding over department meetings, and ensuring that departmental committees are meeting to fulfill their responsibilities;
 - (5) Personnel decision making processes as specified in Department and University policies.
 - (6) Student concerns and questions, and ensuring that academic advising occurs in the Department; and
 - (7) Liaison with other levels and units within the University and community, and representing the Department's interests in those venues.
- b) The teaching load of the Department Chairperson is reduced to a degree dictated by university policies.

B. Standing Departmental Committees

1. Standing Committees

Insofar as possible the standing committee membership shall reflect the rank structure and other interests of the Department. No faculty member shall serve on an appointed committee for more than three years consecutively. All appointments, except the Curriculum Committee whose members are selected on the basis of an alphabetical Rotation, shall be made by the Chairperson of the Department. Committee reports requiring Department action shall be submitted in writing to Department members at least three days prior to the Department meeting where action is to be considered.

a) Curriculum Committee

- (1) Membership: Four members shall comprise this committee.
- (2) Selection and duration of service: Committee members will be selected by the chair on a rotation basis, from the alphabetical listing of tenured and probationary faculty. In alphabetical order, the first two members of the committee will rotate off each year and the next two department members will be added. Thus, service on this committee is for two years.

- (3) Duties of the Curriculum Committee include:
 - (a) generating, soliciting, and/or reviewing curriculum proposals and making recommendations to the Department;
 - (b) each semester, reviewing the preliminary schedule of courses constructed by the Chair in consultation with department members to insure the appropriate selection of courses, scheduling of courses across categories within the major, prevention of time conflicts, offering of writing emphasis courses, and inclusion of necessary information in the published Timetable to inform students of special considerations; and
 - (c) to consult with Department members who are considering submitting a Faculty Development Proposal about any aspects of such a proposal that has direct implications for the Department's curriculum.
- b) Promotion and Merit Pay Committee
 - (1) Membership: All tenured professors, with the Chairperson serving ex-officio. No member shall be eligible to vote on the promotion of anyone to a rank higher than he/she currently possesses. Subject to this proviso, the chair shall have the right to vote.
 - (2) Duties:
 - (a) recommend members of the Department for promotion in accordance with Faculty Personnel Rules and Faculty Senate and Department policies.
 - (b) recommend to the department procedures for the collection of relevant data and a formula for merit pay distribution in accordance with Faculty Senate and Department policies.
 - (c) The decisions of this committee are available to Department members upon request.
- c) Retention and Tenure Committee:
 - (1) Membership: All tenured members of the Department. All eligible members of this committee, including the Department Chairperson, shall have a vote.
 - (2) Duties: Shall make recommendations to the administration regarding retention of probationary faculty members and full-time instructional academic staff members.
- d) Development Committee
 - (1) The committee will include three members, representing a range of experience within the department, appointed annually by the chair.
 - (2) Committee tasks will include:
 - (a) Evaluating applicants and awarding student scholarships.

- (b) Administer funds from grant sources (1/3 to be spent on student needs, 1/3 on program development—for example, speakers, special events and hosting conferences, and 1/3 on supplies).
- (c) Develop a fund raising strategy for the History Development Fund.
- (d) Administer the History Development Fund, recommending spending and new scholarships.

(3) All spending recommendations will require the approval of the department.

2. Ad Hoc Committees

Ad Hoc Committees shall be appointed by the Department or by the Chairperson with consent of the Department to complete necessary or desirable tasks not otherwise specified in these Bylaws. The duration of any Ad Hoc Committees shall be noted in the charge to these committees, and the authority of such committees is limited to making recommendations to the Department.

C. Departmental Programmatic Assessment Plan (if not included in VIII. B.)

1. History Major/Minor Program Student Learning Outcomes

- a) The ability to demonstrate content knowledge of world cultures and their interconnection to global forces as they change over time.
- b) The ability to think historically: identifying the unique characteristics of past eras, articulating causality, and analyzing change over time.
- c) The ability to interpret in their historical contexts an array of primary sources, including manuscripts, artifacts, quantitative, oral or visual sources.
- d) The ability to engage critically with historical argument: identifying underlying theories, assumptions, and approaches.
- e) The ability to conduct original historical research using primary and secondary sources, and placing one's own work within historical debates.
- f) The ability to communicate historical knowledge, interpretations, and arguments clearly in writing, oral presentations, or public history projects.

2. Process

- a) Program assessment for the major and minor will be lodged in the capstone research seminar, HIS 490.
- b) Early in fall semester the department will select one or more SLOs as the focus of assessment for that academic year.
- c) Late in the spring semester the department will meet to discuss the results and agree on a report
- d) Instructors in HIS 490 each semester will select sample student papers from that semester to be reviewed by the department for purposes of assessment—these papers will be presented anonymously.

D. Additional departmental policies

1. The History Department is committed to the general principle of salary equity.
2. Sickleave: Department members will account for sickleave in adherence to the most current UW System guidelines:
<http://www.uwsa.edu/hr/benefits/leave/sick.htm>.
3. Vacation: For unclassified staff, 12-month employees garner vacation time, 9-month employees do not.

IX. Search and Screen Procedures

The department will follow hiring procedures prescribed by the University's Office of Human Resources (HR) in conjunction with AAOD and UW System and WI state regulations. When hiring faculty that will be identified in the Department as a School of Education faculty member, the search and screen committee will consult with the School of Education Director to ensure the job description is created in a way that attempts to capture a strong applicant pool and that identifies the expectations of the person being hired. The Director will interview the finalists and consult with the search and screen committee prior to the recommendation being forwarded to the Dean.

A. Tenure-track faculty

The approved UW-L tenure track faculty recruitment and hiring policy and procedures are found at <http://www.uwlax.edu/hr/employment/PeopleAdmin/Forms/S&S-Planning&Procedures-Faculty.doc>. Additionally, UW-L's spousal/partner hiring policy can be found at <http://www.uwlax.edu/hr/current/Policy/Spouse-HirePOL.pdf>.

1. The Search Committee will screen all applicants to identify those who meet the minimum listed requirements, and inform the Department of those who do. The Department will review and evaluate applicants to make hiring recommendations to the Dean.
 - (a) The Department, prior to advertising the position, will formulate criteria for each position.
 - (b) The Search Committee will screen all applications to determine eligible candidates, and will do so with the specific criteria formulated by the Department. All eligible candidates' names will be forwarded to the Department.
 - (c) All members of the Department will read all candidates' files. At a Department meeting, each of the candidates will be reviewed and, with each member of the Department making judgments in applying the criteria to the candidates, the Department will shorten the list of candidates to a maximum

of fifteen finalists. Each candidate must receive a majority vote of members present to be included on the list of semi-finalists.

- (d) Representatives of the search committee shall conduct interviews (preferably in person) and bring recommendations to the department for on-campus interviews.
- (e) The Department will then select candidates to be placed on the interview list. A majority vote of the Department will be required to move a person to the final interview stage.
- (f) Upon conclusion of the interview process, the Department will meet to make a summary of candidate strengths and weaknesses to the Dean of CLS. Should the Dean not accept this recommendation or the candidate decline the offer, the Department will meet to consider whether it wishes to forward an additional name to the Dean.

2. Recommendation to Hire

The recommendation to hire is arrived at in consultation with the Dean of CLS.

B. Instructional Academic Staff

Hiring policy and procedures are found at

<http://www.uwlax.edu/hr/employment/PeopleAdmin/Forms/S&S-Planning&Procedures-IAS-NIAS-Admin.doc> (same for IAS & NIAS)

C. Contingency Workforce (Pool Search) Hiring policy and procedures are found at

<http://www.uwlax.edu/hr/employment/PeopleAdmin/Pools/Pool-S&S-Procedures.doc>

D. Academic Staff (if applicable)

Hiring policy and procedures are found at

<http://www.uwlax.edu/hr/employment/PeopleAdmin/Forms/S&S-Planning&Procedures-IAS-NIAS-Admin.doc> (same for IAS & NIAS)

X. Student Rights and Obligations

A. Complaint, Grievance, and Appeal Procedures

- 1. Course Grade Appeals: When a student disagrees with a grade received from an instructor in the Department of History and wishes to appeal that grade, the following process shall be followed:
 - a) The student should consult with the instructor to see if an agreement over the grade in question can be reached. If not,

- b) The student shall consult with the Department Chair to provide information and explain his or her point of view.
 - c) The Department Chair shall consult with the instructor on the issue of the grade, seeking to insure that the student has consulted with the instructor and that the instructor accurately understands the student's position on the matter.
 - d) If the result of steps 1-3 does not resolve the issue, the student may take the grade appeal to the Dean of the College.
 - e) The instructor of the course is the only person who can change a grade and the instructor's decision is final.
2. This process applies to appeals of grades given to specific instances of academic work and/or final course grades.
 3. Incomplete Grades: Grades of "incomplete" shall be issued to students in cases where illness, family tragedy or other unusual circumstances beyond the control of the student has prevented the student from completing some portion of the course requirements. These criteria are stipulated in University policy. Incompletes shall not be issued unless the student has completed some substantial portion of the required course work. Work or other obligations not related to health or family are not legitimate grounds for incomplete grades. In cases where the original instructor cannot evaluate the student's completed work, the Department chair will take responsibility for arranging for that work to be evaluated for a grade and that the student's grade is reported to the Office of Records and Registration.
 4. Advanced Placement: Like other UW-La Crosse academic departments, the Department of History grants academic credit to students who have demonstrated appropriate performance on standardized examinations developed to measure university level historical knowledge and analytical skill. The Advanced Placement (AP) exam, the International Baccalaureate (IB) exam, and the College Level Entrance Program (CLEP) exam may be used for this purpose. The appropriate course and credit equivalencies of these examination scores are on record in the Office of Admissions and the Department of History. The Department Chair and the Curriculum Committee of the Department of History will review these equivalencies periodically.
 5. Student Non-Grade Appeals: By University policy, non-grade appeals are available to students to initiate and resolve complaints regarding the behavior of faculty or academic staff. In general, complaints may be lodged with the Department Chair or Dean of the College if students feel that their ability to learn is being impaired. The details of this policy and the hearing procedures are detailed on the University's website:
http://www.uwlax.edu/studentlife/eagle_eye.htm.

B. Expectations, Responsibilities, and Academic Misconduct

Academic misconduct, i.e., cheating in any form, is subject to punishment appropriate to the nature of the misconduct as outlined in UW System policy. The details of this policy and the hearing procedures are detailed on the University's website. Academic and nonacademic misconduct policy referenced:

http://www.uwlax.edu/StudentLife/eagle_eye.htm

C. Advising Policy

1. Each student majoring in History in the College of Liberal Studies shall be assigned an advisor. Any student request for a particular Department member as an advisor will be honored if possible. A nearly equal number of students shall be assigned to each advisor. Students who are undeclared majors and are assigned to the Department of History for advisement will be distributed to Department members in approximately equal proportion.
2. Expectations for advisors include:
 - a) being supportive and responsive to advisees;
 - b) encouraging advisees to set appointments during the weeks prior to registration by making the advisor's office phone number and e-mail address available to advisees, and by posting expanded office hours and sign-up sheets on the advisor's office door;
 - c) being familiar with the curriculum of the Department of History, of the General Education Program, and of the relevant parts of the School of Education; and
 - d) being familiar with the other advising resources of the University.

XI. Other

A. Summer session policies:

1. Opportunities to teach in the summer are open to Faculty and Instructional Academic Staff, at the discretion of the department chair.
2. Salary structure is determined by the College of Liberal Studies.

B. Domestic Travel Allocation Procedures

1. In support of Department members' pursuit of professional development or enrichment, the Department budget contains funds for expenses incurred during travel to conferences, seminars or other professional activities. The procedure for seeking such funds is described below. Departments have been requested not to distribute their budgeted travel funds equally to all members, in order to provide incentives for

professional development and reward the most active members of the Department. Yet such requests can be divisive. The procedure outlined below results in more travel support going to those who are the most professionally active, while maintaining equal access to Department travel funds by all members.

2. As soon as possible in a given academic year, the Department member seeking support submits a request on the form provided by the College and on file in the Department Office. Each Department member is responsible for complete and accurate anticipated expense figures, and should seek the most reasonable rates available.
3. The Department Chair shall allocate a reasonable amount of Department funds to defray costs of each legitimate trip to professional conferences or events, within the constraints of the Department budget. The total amount allocated to any one Department member for travel in the United States before March 30 of each year shall not exceed the amount provided by the College for each instructional FTE in the Department. The Chair shall take this into account in those cases where a Department member makes multiple requests in the same year.
4. The request for travel support is forwarded to the Office of the College of Liberal Studies where it is considered for further funding in accord with the criteria specified in CLS policy.
5. After March 30 of each year, the Department Chair shall determine how much, if any, travel funds remain in the Department budget, and award such funds to any pending travel requests. In this manner, the travel funds that have not been requested by Department members who do not travel in a given year become available to those who have utilized their equal share of travel funds.

C. Final Exams

Final examinations in courses taught by the Department of History are to be administered in accord with University policy. The University of Wisconsin-La Crosse has a policy requiring final examinations appropriate to particular courses. Final exams are required to take place as scheduled during the “closure week” (i.e., the week scheduled for final exams) unless the Provost Vice Chancellor approves alternative arrangements. Under no circumstances can an instructor deny a student the right to take the final examination during the period scheduled for that class during closure week.

D. Campus Absence Forms

The University of Wisconsin System, as part of the State of Wisconsin, is a self-insuring body. In order for employees to maintain insurance coverage while performing employment-related activities when absent from campus, a "Campus Absence Form" must be filled out, signed, and submitted to the Department Chair, who must also validate the reasons of the absence and sign the form. The completed form stays on file within the Department. Thus members of the Department of History who leave campus for professional activities must complete the Campus Absence Form.

E. Faculty Status

Governance within the history department is subject to action of the faculty members of the department. Section I.A. of the Articles of the Faculty Senate <http://www.uwlax.edu/facultysenate/ABP/ArtFacOrg.html> notes that "All persons with the rank of professor, associate professor, assistant professor, or instructor shall constitute the Ranked Faculty." The history department further requires that those with the rank of instructor must have a 100% teaching appointment to be granted voting rights within the department. Voting rights may also be extended to instructors holding appointments in the department who have been granted eligibility by action of the faculty of the department.

F. Graduate Faculty Status

Graduate faculty status is necessary for a faculty member to teach courses for graduate credit (including independent studies courses), or serve on a graduate student's thesis committee. Faculty members desiring Graduate Faculty status need to follow the procedures adopted by the University and/or College of Liberal Studies. Faculty members of the Department of History are encouraged to seek graduate faculty status, but such a decision remains the prerogative of the individual.

G. Teaching Loads and Special Requests

1. Both full and partial teaching loads shall be defined by the Student Credit Hours (SCH) assigned by the College of Liberal Studies rather than by the number of courses taught each year. HIS 490: Senior Research Seminar, while traditionally enrolling a minimum number of students (48-60 SCH), shall be considered equal to a 300-level upper-division course (105 SCH).
2. Every tenured or tenure-track member of the History Department shall teach at least one section of either HIS 101 or HIS 102 each semester.
3. Online Instruction
 - a) The department chair and Curriculum Committee are charged with monitoring this policy.
 - b) It is the responsibility of the department to offer semester, summer and intersession schedules of courses that meet the requirements of our major/minor. It is in the interest of the

department to schedule courses that offer diverse methods of and formats for content delivery, on line, hybrid, and blended classes included. Instructors prior to teaching on line must complete the on line training course offered by CATL. It is not in the interest of the department to move too far away from our strength, which is face-to-face instruction.

- c) Members of the History Department may offer any class (except HIS 200, HIS 408, HIS 450, and HIS 490) on line during the three summer sessions and during J-Term. Individual course capacities may be set by the instructor (Summer and J-Term enrollment and pay policy should be considered, along with recommended on line best practices).
 - d) In fall and spring semester, overall enrollment issues call for a different approach:
 - 1) Course capacity for HIS 101/102 sections offered on line in fall semester will be equal (currently 45) to face-to-face sections.
 - 2) Course capacity for HIS 101/102 sections offered on line in spring semester will be set five below the capacity figure for face-to-face sections.
 - 3) Course capacity for 200 level courses (excluding HIS 200) offered on line will be set five below the capacity figure for face-to-face sections. This applies to both fall and spring semesters.
 - 4) Course capacity for 300-400 level courses (excluding HIS 408, HIS 450 and HIS 490) offered on line in either fall or spring semester will be set at the currently recommended best practice level of twenty-five students.
4. Tenured or tenure-track members of the History Department may request a special teaching schedule that departs from items #1 and #2 above in the following respects:
- a) A faculty member may request a reduced SCH load one semester if s/he proposes an increased load the next semester.
 - b) A faculty member may request a schedule that includes one or more courses at any level for either a semester or a year. For example, the request could be to teach only World History courses for a semester or a year (and thus only have one preparation), or the request could be to teach only two upper- division courses for a semester or a year.
 - c) Either proposed course schedule above must offer the legitimate prospect of serving the appropriate number of students (variable according to full- time or partial teaching loads). The faculty member

will direct his/her proposal to the curriculum committee, who will make a recommendation to the Department for consideration.

- d) These options are available to every tenured or tenure-track member of the Department who may request a special schedule once every three years. If more than one faculty member applies, the curriculum committee will consider Department curricular needs and decide whether more than one proposal can be sustained for the period in question. If not, the curriculum committee will establish a rotation schedule or calendar, taking into account which (if any) applicant received this benefit most recently.
5. Faculty are encouraged to engage in activities such as grant-writing to request internal and external funds to facilitate course and professional development, research, travel, service and outreach activities. Faculty members' engagement in competitive grant writing and awards constitutes evidence of teaching, research, service, and professional development. These requests should generally be made in writing to the Retention and Tenure Committee within the first month of the semester preceding the course release, in order to allow for schedule changes and modifications. NB: Family medical leaves are separate matters that are properly handled through the Office of Human Resources.
- a) Release from one course:
 - 1) The Department may provide a one-course release per semester to one member of the Department. This release will be available to any faculty member except faculty in their first-year, who will automatically receive a 1-course per semester release during the Fall and Spring.
 - 2) The one-course release is not automatic. Priority for use of this one-course release is to be given to faculty who use the course release time to complete a research, teaching or service project.
 - 3) Faculty receiving release time may choose to be exempt from all service expectations to the department, to maximize use of release time.
 - 4) In the event that more faculty members apply for release time for the same semester than the department can support, the following consideration will determine which, if any, member receives it:
 - Whether the faculty member has had a leave in the past and if so how recently (priority being given to those who have not had release time at all or not had it recently);
 - The product that resulted from the previous release(s) (priority to those whose previous release(s) resulted in a tangible outcome);
 - The degree to which a release is crucial (in regard to a time deadline) or simply convenient to completion of the proposed project;
 - Level of significance to person or department in terms of teaching, research or service.
 - 5) In consultation with the Provost, Dean, and Chair, the Retention and

Tenure Committee may also grant course releases to faculty engaged in *ad-hoc* administrative or instructional tasks, as long as arrangements are made to enable the department to meet enrollment goals and to provide coverage of course requirements for majors and minors.

- 6) Decisions will be made by the department Retention and Tenure Committee in consultation with the Department Curriculum Committee and Department Chair.

b) Leaves of Absence

- 1) Faculty who receive internal or external funds to cover a release may request as many course releases as their funds will cover, up to and including a full leave of absence, being advised that such requests must be made in a timely fashion that will allow the Department to cover its programmatic needs. These requests should generally be made within the first month of the semester preceding the course release, in order to allow for schedule changes and modifications.
- 2) Tenure-track faculty cannot request a leave of absence for the Fall semester of their tenure decision year. If there is a conflict, faculty may request that the tenure clock be stopped. Faculty should not request a leave for the year they apply for promotion.
- 3) Faculty requests for a leave of absence without pay should be directed to the Department Chair and the Retention and Tenure Committee in a timely fashion.

c) Grants

- 1) Any grant that seeks internal or external resources to conduct teaching, research, or service that requires a reassignment or release of instructional time or leave of absence must be approved by the Department Retention and Tenure Committee as early as possible.

The process for applying for a grant is as follows:

Step 1: Discuss proposal with the University Grants Office for information about university requirements.

Step 2: Meet with the Department Chair and CLS Dean for additional information.

Step 3: Submit the complete grant and budget proposal to the Department Chair. This should be done at least 3 weeks before the grant deadline. The Department chair will determine if additional consultation with the department is necessary. If the grant requires a leave or release time request then a recommendation must come from the Retention and Tenure Committee, then the Dean, then the Provost.

- 2) Any request for leave, release time or stoppage of the tenure clock must begin with a department recommendation, followed by the Dean's recommendation and Provost's approval.

d) Appeal Process

- 1) All appeals of release time and/or grant decisions made by the Retention and Tenure Committee must go to the CLS Dean's Office. An in-person meeting including the individual, the committee, and the Dean, participating in a non-voting capacity, will hear and resolve the appeal.

XII. Appendices

A. Department statement on scholarship

1. As proof of scholarly activity is important to many review processes, and as such scholarly activity can come in a wide arrays of forms, it is useful for the department to define what constitutes scholarship. Scholarship criteria and expectations are referred to in several parts of the department bylaws describing materials to be considered in review processes. In multiple sections of the department bylaws, scholarship is defined as representing, in combination with service, a maximum of 50% of a department member's expected work, with teaching constituting the other 50%. In part V. of these bylaws, lists of scholarly products are broadly construed as including:
 - (1) Published articles, books, readings, edited journals, and refereed publications in electronic media
 - (2) Professional conference participation

- (3) Historical consulting
 - (4) Production of films / exhibits / new media
 - (5) Oral history
 - (6) Grants awarded
 - (7) Grants applied for
 - (8) Publications related to undergraduate research or creative work
- Beyond this enumeration, the department believes that scholarship may be understood as research-based projects, sustained over time, following professionally-recognized methodologies and resulting in a final form that will be presented to an audience with the goal of advancing knowledge. Members of the department will be expected to present cumulative evidence of scholarly activity at regular intervals in their review processes. While it is impossible to establish numerical expectations for production, their accumulation of work should be appropriate to their academic career stage.

2. School of Education Faculty

The department will consider an activity undertaken by a School of Education faculty member to be a scholarly activity if it results in a significant contribution either to the existing body of professional knowledge in the field of education, or to the faculty member's professional standing and public profile as an academic in the field of education. The department recognizes that this broad interpretation will necessarily result in some overlap with other areas of School of Education faculty endeavors. The following list, neither exhaustive nor ranked, is offered as a sample of the kinds of endeavors which the department considers to be scholarly activities.

- (1) Publications (professional articles in the field of education)
- (2) Professional conventions, colloquia, seminars, workshops, etc.
 - (a) Giving a presentation, organizing, attending, etc.
 - (b) Designing, delivering, or evaluating professional development for educators
- (3) Professional consulting in the field of education
- (4) Writing or editing books or curricular materials
- (5) Refereeing articles for journals in the field of education
- (6) Grants in the field of education
 - (a) Writing proposals
 - (b) Writing successful proposals
 - (c) Reviewing proposals
- (7) Empirical research in the field of education
 - (a) Experimental, quasi-experimental, observational, correlational, case-study, lesson study, etc.

- (b) Designing, validating, or piloting instruments for use in educational research
- (c) Software development for educational research.