

**BY-LAWS: Department of History, San Francisco State University (with amendments approved by the Department in May 1989); revised in August 2010, January 2011, January 2012, May 2013, September 2014, and February 2017**

**I. Organization of the Department**

- A. The Faculty members of the Department have ultimate responsibility for the curriculum and for making recommendations regarding hiring, retention, tenure, and promotion.
- B. Membership and Voting Rights
  - 1. All tenured and tenure-track faculty in the department, regardless of their time-base, shall be entitled to full participation in all departmental voting and meetings.
  - 2. All faculty on early retirement, regardless of their time-base, shall be entitled to full participation in all departmental voting and meetings, consistent with University policy.
  - 3. Lecturers shall be entitled to pro rata participation in all departmental voting and meetings, consistent with University and Trustee policy.
  - 4. In the event that University policies should conflict with these provisions, University policies shall take precedence.
- C. Meetings. Meetings of the Faculty of the Department shall be held at least once each semester.
  - 1. Meetings shall ordinarily be scheduled and called by the Department Chair.
  - 2. Meetings may be called upon the request of one-third of the members of the Department.
  - 3. Meetings shall be conducted with Robert's Rules of Order as a guide.
  - 4. A necessary quorum to complete business shall consist of 60 percent of the tenured, tenure-track, and FERPer faculty in residence in that semester. Lecturers are always welcome at departmental meetings; however, their presence or absence will not be taken into account in determining a quorum.

II. Committees. The Department shall have eight standing committees: Social, Curriculum, Elections, Graduate, Hiring, and RTP (Retention, Tenure and Promotions), Development, and Long-Range Planning.

A. Social Committee

1. Responsibility: assists in planning departmental parties and other regular social functions, such as the Honors Banquet and Graduation.
2. Membership: Three members, elected annually for one-year terms. No faculty member shall serve for two consecutive terms.
3. The Social Committee members are free to seek out volunteers to assist them in their responsibilities.

B. Curriculum Committee

1. Responsibility:
  - a. Review and recommend to the department any changes in requirements for undergraduate programs, including majors, minors, and the subject matter competency program for credential candidates.
  - b. Review and approve or deny for the department all changes in courses offered by the department, proposals for new courses, or deletion of existing courses. The Committee may delegate to the Department Chair the approval of variants of generic courses.
  - c. Advise the Department Chair regarding all aspects of the undergraduate program, including advising and recruiting of students.
  - d. Advise the chair and the department regarding departmental participation in curricular matters outside the department, including general education and other all-university requirements.
  - e. Review and pass on to the Graduate Committee for their concurrent approval, appropriate courses for inclusion in the World History M.A. concentration

- f. Prepare an annual report summarizing the work of the semester and indicating items for the committee's attention during the following year.
  2. Membership. The Curriculum Committee consists of five members:
    - a. Four elected by the faculty as a whole, for three-year, overlapping terms,
    - b. The Department Chair.
    - c. The committee elects its own chair.
- C. Elections Committee.
  1. Responsibility: to supervise the conduct of all departmental elections.
  2. Membership: three members appointed by the Department Chair.
- D. Graduate Committee.
  1. Responsibility:
    - a. Review and recommend to the department regarding all aspects of the graduate curriculum of the department.
    - b. Advise the Department Chair and the Graduate Coordinator regarding all aspects of the graduate program, including advising and recruiting of students.
    - c. Advise the Graduate Coordinators regarding admission of students into the graduate program.
    - d. Prepare an annual report summarizing the work of the semester and indicating items for the committee's attention during the following year.
  2. Membership.
    - a. The Graduate Committee shall consist of five or six members:
      - (1) The Graduate Coordinator(s).

- (2) The Department Chair.
- (3) Three faculty members elected by the Department. Terms of elected members shall be for three years.
- (4) Ordinarily, committee members should be drawn from different fields of specialization.

- b. One of the Graduate Coordinators shall serve as chair for the Graduate Committee.

E. Hiring Committee.

1. Responsibilities:
  - a. Review and recommend to the Department Chair and Dean regarding the hiring of tenure-track faculty.
  - b. Advise the Department Chair regarding all other hiring matters.
  - c. Comply with all University policies and with all provisions of the collective bargaining agreement.
2. Membership.
  - a. The Hiring Committee shall consist of all tenure-track members of the History faculty.
  - b. The Department as a whole shall elect the chair of the Hiring Committee.
3. To facilitate these tasks the department shall elect a Hiring Subcommittee to make recommendations on all the above matters.
  - a. In addition to the above tasks, the Subcommittee shall:
    - (1) Periodically review the department's hiring priorities, and make recommendations on them to the department.
    - (2) Review and recommend to the Department Chair regarding the hiring and re-hiring of

temporary faculty. The Subcommittee delegates this responsibility to the Chair at times when the University is not in session, and may delegate this responsibility to the Chair even when the University is in session. The Chair may wish to consult with the Chair of the Hiring Committee in exercising this delegated authority.

- (3) Prepare an annual report summarizing their work and indicating the items for the committee's attention during the following year.

b. Membership of Subcommittee.

- (1) The Hiring Subcommittee shall consist of six members.
  - (a) Five members of the tenured faculty, elected by the tenured and tenure-track faculty to a one-year term, and deemed best qualified to conduct the search that may have been authorized that year.
  - (b) The Department Chair.
  - (c) The Department Chair may appoint additional members to the subcommittee, to ensure representation of specific subfields on a case-by-case basis. Appointments will be submitted to the department for approval.

- (2) The Chair of the Hiring Committee shall serve as the Chair of the Hiring Subcommittee.
- (3) At times when the Department is hiring two probationary faculty members, the Hiring Subcommittee may be divided into two subcommittees, one for each search. In the event of more than two such searches, additional subcommittees of three members each shall be elected by the faculty.

F. Retention, Tenure, and Promotions Committees.

**Comment [PD1]:** This is not permitted by university policy.

1. Responsibilities:
  - a. Review and recommend to the Department Chair and Dean regarding retention and tenure of probationary faculty.
  - b. Review and recommend to the Department Chair and Dean regarding promotion of tenure-track faculty.
  - c. Advise the Department Chair regarding all other personnel matters.
  - d. Comply fully with all University policies and with all provisions of the collective bargaining agreement.
2. Membership: The Retention, Tenure, and Promotion Committee shall consist of all tenured associate and tenured full professors in the History Department, except that tenured associate professors shall not participate in discussions and decisions concerning faculty members under consideration for promotion to full professor.
3. To facilitate the completion of these designated tasks the Department shall elect an RTP subcommittee with the following responsibilities:
  - a. Make recommendations on the above matters. With respect to retention, tenure, and promotion, the subcommittee shall draft reports that will be circulated for approval, modification, or rejection by the RTP Committee. On the request of one RTP Committee member, the RTP subcommittee shall meet to discuss the report(s) with the requesting member. The RTP subcommittee may then convene a meeting of the entire RTP committee. On the request of multiple RTP Committee members, the Committee shall meet to discuss the report(s).
  - b. Prepare an annual report summarizing the work of the semester and indicating terms for the committee's attention during the following year.
  - c. Carry out mandated reviews of tenured faculty.
  - d. Observe and review classroom teaching of non-tenured faculty and lecturers, in collaboration with members of the Hiring Committee.
  - e. Advise the Department Chair regarding all other personnel matters.

- f. Comply fully with all University policies and with all provisions of the collective bargaining agreement.
- g. Membership of Subcommittee
  - (1) The RTP Subcommittee shall consist of five members of the tenured faculty, elected by the tenured and tenure-track faculty, to three-year overlapping terms.
  - (2) The RTP Subcommittee shall elect its chair from among its members.
  - (3) The RTP subcommittee shall consist of all elected members, except that associate professors shall not participate in discussions and decisions concerning faculty members under consideration for promotion to full professor.
  - (4) In any given year, if the RTP subcommittee has fewer than three full professors and there are candidates for promotion to full professor, there will be an ad hoc election to ensure that a minimum of three full professors are serving on the subcommittee.

G. Development and Finance Committee.

1. Responsibilities:

- a. Review and recommend to the Department means to enhance relations with alumni.
- b. Communicate with alumni about the current history department program.
- c. Plan and publicize events that alumni might participate in.
- d. Advise the Department Chair regarding allocation of endowment and College funds dedicated to faculty development

2. Membership.

- a. The Development and Finance Committee shall consist of at least three elected members who will advise the Chair as per item (d) above. The Committee may recruit volunteers from among departmental and non-departmental faculty, emeriti faculty, alumni, and students to assist with items (a-c) above.

H. Long Range Planning Committee.

1. Responsibilities:

- a. Advise and recommend to the Department and Chair about priorities for long-term changes in the department, including the development of a Five-Year Plan.
- b. Advise and recommend strategies for approaching proposals for campus reorganization, departmental mergers, program partnerships, and the like.

2. Membership.

- a. The LRPC shall consist of eight members. Three of the members are to be elected from among the faculty whose primary teaching responsibility is U.S. History; two are to be elected from among the faculty whose primary teaching responsibility is European History; two are to be elected from among the faculty whose primary responsibility is teaching Africa, Asia, Latin America, the Middle East, or transregional history. Each will serve for overlapping, three-year terms.
- b. The Department Chair.
- c. The Committee elects its own chair.

III. Selection Process for Department Chair.

A. Voting Rights.

1. All tenured and tenure track faculty members shall be entitled to one full vote, regardless of their time-base during the semester of the selection process.
2. Faculty on the early retirement shall be entitled to one full vote, regardless of their time-base during the semester of the selection process.
3. Lecturers shall be entitled to a fractional vote, equivalent to their time-base during the semester of the selection process.

B. Nominating Process.

1. A call for nominations shall go out to all faculty, permanent and temporary.
2. The Elections Committee shall serve as a nominating committee, to receive the nominations and to determine who is willing to stand for election.
3. Ballots shall be distributed to all tenured faculty, whether or not in residence, and to all other faculty eligible to vote.
4. If no candidate receives a majority of the votes cast, the candidate with the lowest number of votes shall be dropped from the ballot and another vote taken, until one candidate receives a majority of the votes cast.

IV. Amendment. These by-laws may be amended by a majority of the faculty at a departmental meeting.