

**BYLAWS OF THE DEPARTMENT OF HISTORY, Georgia Southern University**  
**ADOPTED APRIL 17, 2019**

**Preamble**

These Bylaws outline the History Department's methods of governance and supplement the Department's previously adopted policies and procedures. Policies and statutes of the College of Arts and Humanities (hereinafter CAH), Georgia Southern University (hereinafter University), and the University System of Georgia (hereinafter USG) take precedence over these Bylaws. The Bylaws reflect the Department's commitment to the principle of shared governance, the belief that effective governance is essential in order for the Department to fulfill its mission, and the understanding that the responsibility for effective governance rests with both the faculty and the Chair.

**Article I. Voting**

- A. Members of the corps of instruction, as defined by the University, who have full-time appointments in the Department are welcome to attend Department meetings. Voting members shall consist of faculty who have the expectation of renewal of employment: tenured and tenure-track professors at all ranks, and permanent non-tenured lecturers unless otherwise specified in the Bylaws or other departmental policies and procedures.
- B. A quorum shall consist of 50% plus 1 of the eligible voting members of the Department unless otherwise specified in the Bylaws. A quorum is required for any vote to be taken. While it is possible in theory for the eligible voting members from one campus to be considered a quorum, the department chair should be attentive to this issue and strive to ensure that faculty from all campuses are adequately informed of voting responsibilities and provided opportunities to vote. It is the responsibility of the faculty to participate in every meeting, especially when a vote is scheduled.
- C. Unless otherwise specified in the Bylaws, voting may be conducted by voice vote, show of hands, or secret ballot if requested by one of the voting members of the Department. Personnel decisions (hiring, scheduled pre-tenure, tenure, post-tenure, and promotion, reviews) should be taken by secret ballot.
- D. The Chair should only vote to break a tie, except in personnel cases (pre-tenure, tenure, promotion, post-tenure, post-major review, and the parallel reviews for non-tenurable faculty). In addition to the Department faculty recommendation for personnel cases, the Chair submits a separate recommendation to the dean and thus does not vote on personnel cases.
- E. Voting shall be decided by a simple majority vote of a quorum of the voting members of the Department unless otherwise specified in the Bylaws.
- F. Voting members who are unable to attend may submit proxy votes on agenda items in writing to the Chair prior to the meeting.
- G. In the unlikely event that a question must be decided at a time when a quorum as defined in Article I, Section B, cannot be convened in a department meeting (such as during the summer or when regularly scheduled classes are not in session), the Chair may call for an electronic vote to be conducted by email or other means.

**Article II. Meetings**

- A. There shall be at least one regularly scheduled Department meeting during each Fall and each

Spring semester. Additional meetings may be called by the Chair and must be called when requested by at least 25% of the voting members. Requests for meetings must be submitted in writing to the Chair; requests may be submitted individually or collectively in the form of a petition. When at least 25% of the voting members request a meeting, the Chair shall not place additional items on the agenda. Dates of meetings shall be announced at least two weeks (10 working days) in advance, except when extraordinary circumstances require that meetings be convened on short notice.

- B. Faculty members are expected to attend Department meetings as part of their professional responsibilities.
- C. The Chair or a voting member designated by the Chair shall preside over all Department meetings.
- D. Meetings shall be conducted according to the basic principles of Robert's Rules of Order.
- E. The Chair shall prepare the agenda and distribute it to the faculty at least one week (5 working days) prior to the meeting. The agenda shall specify which items will require a vote. When extraordinary circumstances require that a meeting be convened on short notice, the Chair shall distribute the agenda at the time the meeting is announced.
- F. A voting member of the Department may place an item on the agenda by submitting a request in writing to the Chair at least ten (10) working days before a scheduled meeting. The Chair may opt to defer the request to a later meeting.
- G. No formal action can be taken on any matter that was not on the circulated agenda.
- H. At each meeting, a voting member of the department shall be designated to serve as recording secretary for that meeting. The position of secretary shall rotate among voting members based on an alphabetical rotation by first letter of last name, beginning at the end of the alphabet and moving forward. If a voting member is absent from the meeting at which that person is to serve as secretary, the next person in the rotation shall record the minutes and the absentee shall record minutes at the next meeting attended. The name of the recording secretary must be included in each meeting's minutes.
- I. The recording secretary shall submit meeting minutes to the Chair within ten days of the meeting. The Chair shall circulate the minutes to the faculty. The Chair shall also keep a printed (hard copy) file of minutes for a minimum of 3 years. The file shall be available to voting members on request.

### **Article III. Committee Membership**

- A. All voting members are eligible to serve on standing and ad hoc committees unless otherwise specified in the Bylaws or other departmental policies and procedures.
- B. Members of standing committees shall be elected according to the procedures outlined in Article IV of the Bylaws.
- C. Members of all other committees and ad hoc committees shall be appointed by the Chair.
- D. No member of the Department shall serve simultaneously on more than two (2) standing committees. The Chair should not appoint members of the Department to more than two (2) ad hoc committees in a given year, or to more than two (2) standing committees plus one (1) ad hoc committee.
- E. If a committee member is unable to complete a term on a standing committee, except for the Advisory Committee, the Chair shall appoint a temporary replacement to serve until the next election.

- F. If a member of the Advisory Committee is unable to complete a term, voting members within the same rank shall choose a replacement to serve until the next election.
- G. If a committee member is unable to complete a term on an appointed or ad hoc committee, the Chair shall appoint a replacement.
- H. Tenure-track assistant professors shall be exempt from committee assignments during the first year of appointment.
- I. Membership on committees should not automatically be divided equally or proportionally among campuses. Committees are matters of concern to the full department, not individual campuses, and all faculty are expected to serve on committees throughout their tenure at Georgia Southern University and the Department of History. Exceptions include the Advisory Committee and the Committees on Scholarships and Awards, Recruitment, and Technology and Social Media. These committees require representation from both Statesboro and Armstrong.
- J. Each member of the Department is expected to serve on at least one standing or ad hoc committee at least once every two years.

#### **Article IV. Standing and Ad Hoc Committees (for work conducted during the 10 months of the academic year)**

##### **A. Advisory Committee**

1. Membership. The Advisory Committee shall consist of six members, divided equally between the Armstrong and Statesboro campuses: two Professors, two Associate Professors, and two tenure-track Assistant Professor. The Department Chair shall serve as an ex-officio member and chair the Advisory Committee.
  - a) Voting members within each rank will choose their campus representative to the committee (i.e., Statesboro professors will choose one Statesboro professor; Armstrong professors will choose one Armstrong professor; associate and assistant professors will select accordingly). Selection of Advisory Committee representatives will take place during the Spring semester with terms beginning on August 1.
  - b) Faculty who are scheduled for leave during the term are ineligible.
  - c) Faculty who will be candidates for tenure and/or promotion during the term are ineligible.
2. Terms. Members of the Advisory Committee shall serve a one-year term (August 1-July 31). Professors and Associate Professors may serve two consecutive terms; thereafter, at least one year must intervene before they may serve again. Ideally, Assistant Professors may not serve more than one term consecutively; at least one year must intervene before they may serve again. Circumstances may require adjusting this proviso.
3. Duties. The Advisory Committee shall represent the faculty in advising the Chair on matters of concern to the Department. The Committee shall also serve as the nominating committee following the procedures outlined in Article IV, Section H of the Bylaws.
4. Meetings. There shall be at least one regularly scheduled Advisory Committee meeting during each Fall and each Spring semester. Additional meetings may be called by the Chair or at the request of any member of the Committee. Requests for meetings must be submitted in writing to the Chair. Dates of meetings shall be announced to the Committee at least two weeks (10 working days) in advance, except when extraordinary circumstances require that meetings be convened on short notice.

5. Committee Chairs. In the case of appointed committees, the Department Chair will appoint one member to serve as a chair. In the case of elected committees, members may elect a chair or choose to have the Department Chair appoint one member to serve as chair.

## **B. Undergraduate Committee**

1. Membership. The Undergraduate Committee shall consist of six members. Five members shall be chosen according to the procedures outlined in Article IV, Section H of the Bylaws. All voting members of the Department are eligible. The Department's professional undergraduate advisors (appointed by the College of Arts and Humanities) shall serve as non-voting ex officio members of the Undergraduate Committee. The advisors shall report any concerns to the committee and shall be kept informed of committee activities. Voting members of the committee will select a chair at the beginning of the Fall semester.
2. Terms. Members of the Undergraduate Committee shall serve staggered three-year terms.
3. Duties. The Undergraduate Committee oversees the Undergraduate History Program, including curriculum, requirements for the Bachelor of Arts Degree in History, and other matters relating to ensuring the quality and effectiveness of the Undergraduate History Program. The Committee will conduct the yearly Assessment of the BA Program as described in the Department's "Assessment Plan for the BA in History." The Committee will also conduct periodic reviews of the undergraduate curriculum and requirements for the Bachelor of Arts Degree in History and recommend additions, deletions, or modifications in the curriculum to the Department. The Committee will participate in the Comprehensive Program Review of the Bachelor of Arts in History when this process is required by the University. The Committee will conduct periodic reviews to assure the comparability of on-campus and online courses. All curriculum proposals must be reviewed and endorsed by the Undergraduate Committee and approved by the voting members of the Department before being submitted to the CAH Dean and Curriculum Committee. The Department Chair may charge the Undergraduate Committee with other related duties.
4. Meetings. There shall be at least two regularly scheduled Undergraduate Committee meetings during each Fall and each Spring semester. The chair of the committee will report to the Department Chair after each meeting. When requested by the Department Chair, the chair of the Undergraduate Committee will report to the Department at a Department meeting; such reports should be provided at least once per academic year.

## **C. Graduate Committee**

1. Membership. The Graduate Committee shall consist of seven members. Four members shall be chosen according to the procedures outlined in Article IV, Section H of the Bylaws. All voting members of the Department are eligible. The Director of Graduate Studies, the Coordinator of Public History, and the Armstrong Graduate Supervisor shall serve as voting ex officio members. The Graduate Director shall chair the Committee.
2. Terms. The four elected members of the Graduate Committee shall serve staggered two-year terms.
3. Duties. The Graduate Committee is responsible for admissions decisions; recommendations for assistantships; thesis committee assignments; non-thesis committee

assignments; periodic reviews of the graduate curriculum and requirements for the Master of Arts and certificate programs in History; recommendation of additions, deletions, or modifications in the curriculum to the Department; maintenance and updating of recruitment materials for the Graduate History Programs; and representation of the Department at recruiting events and meetings as deemed appropriate. The Committee will conduct the yearly Assessment of the MA Program as described in the Department's "Assessment Plan for the MA in History." The Committee will participate in the Comprehensive Program Review of the Master of Arts in History when this process is required by the University. The Committee will conduct periodic reviews to assure the comparability of on-campus and online courses. All curriculum proposals must be reviewed and endorsed by the Graduate Committee and approved by the voting members of the Department before being submitted to the Graduate Dean and Curriculum Committee. The Department Chair may charge the Graduate Committee with other duties.

4. Meetings. There shall be at least two regularly scheduled Graduate Committee meetings during each Fall and each Spring semester. The Graduate Director will report to the Department Chair after each meeting. When requested by the Department Chair, the Director of Graduate Studies will report to the Department at a Department meeting; such reports should be provided at least once per academic year.

#### **D. Technology and Social Media Committee**

1. Membership. The Technology and Social Media Committee shall consist of the Department Webmaster, and two members chosen according to the procedures outlined in Article IV, Section H of the Bylaws. All voting members of the Department are eligible. Members of the committee will select a chair at the beginning of the Fall semester. Because each campus has unique technology assets and needs, membership of the Technology Committee must include representatives from both the Armstrong and Statesboro campuses.
2. Terms. Members of the Technology and Social Media Committee shall serve staggered three-year terms.
3. Duties. The Technology and Social Media Committee oversees the Department's technology needs on all campuses and the social media presence of the Department. The Committee monitors technology needs for faculty and classrooms; advises the Department Chair on technology, computer, and software needs; keeps faculty abreast of opportunities for technology enhancement for teaching and research; and communicates with students and alumni via social media platforms. The Department Chair may charge the Technology Committee with other related duties.
4. Meetings. There shall be at least one regularly scheduled Technology Committee meeting during each Fall and each Spring semester. The chair of the committee will report to the Department Chair after each meeting. When requested by the Department Chair, the chair of the Technology and Social Media Committee will report to the Department at a Department meeting; such reports should be provided at least once per academic year.

#### **E. Scholarships and Awards Committee**

1. Membership. The Scholarships and Awards Committee shall consist of six members chosen according to the procedures outlined Article IV, Section H of the Bylaws. All

voting members of the Department are eligible. Members of the committee will select a chair at the beginning of the Fall semester. Membership of the S&A Committee must include representatives from both Armstrong and Statesboro; decisions about scholarships and awards will be made by the full membership, regardless of the campus at which a student applicant/nominee is enrolled.

2. Terms. Members of the Scholarships and Awards Committee shall serve staggered two-year terms, with no more than half of committee membership up for election in a given year.
3. Duties. The Scholarships and Awards Committee administers undergraduate scholarships awarded through the Department of History. The Committee announces scholarship opportunities; schedules application deadlines; evaluates applications; interviews scholarship candidates at Southern Scholars Showcase and Scholar's Day; and awards scholarships as appropriate.
4. Meetings. There shall be at least one regularly scheduled Scholarships and Awards Committee meeting during each Fall and each Spring semester. The chair of the committee will report to the Department Chair after each meeting. When requested by the Department Chair, the chair of the Scholarships and Awards Committee will report to the Department at a Department meeting; such reports should be provided at least once per academic year.

#### **F. Recruitment Committee**

1. Membership. The Recruitment Committee shall consist of seven members chosen according to the procedures outlined Article IV, Section H of the Bylaws. All voting members of the Department are eligible. Members of the committee will select a chair at the beginning of the Fall semester. Membership of the S&A Committee must include representatives from both Armstrong and Statesboro, because members must be present at recruitment events.
2. Terms. Members of the Recruitment Committee shall serve staggered two-year terms, with no more than half of the committee membership up for election in a given year.
3. Duties. The Recruitment Committee represents the Department at University recruiting events. The Committee maintains and updates recruitment materials for all History Programs and represents the Department at recruiting events (e.g. Eagle Preview, Majors Fair, Public History/Internship Fair), and other meetings as deemed appropriate. The Department Chair may charge the Recruitment Committee with other related duties.
4. Meetings. There shall be at least one regularly scheduled Recruitment Committee meeting during each Fall and each Spring semester. The chair of the committee will report to the Department Chair after each meeting. When requested by the Department Chair, the chair of the Recruitment Committee will report to the Department at a Department meeting; such reports should be provided at least once per academic year.

#### **G. Student Engagement and Outreach Committee**

1. Membership. The Student Engagement and Outreach Committee shall consist of six members chosen according to the procedures outlined Article IV, Section H of the Bylaws. All voting members of the Department are eligible. Members of the committee will select a chair at the beginning of the Fall semester. Membership of the SE&O Committee must include representatives from both Armstrong and Statesboro, because its

tasks are of equal import to both campuses.

2. Terms. Members of the Student Engagement and Outreach Committee shall serve staggered two-year terms, with no more than half of the committee membership up for election in a given year.
3. Duties. The SE&O Committee is responsible for mentorship, retention, and advisement of current students. It maintains a relationship with the Office of Career and Professional Development, oversees on-campus programming including the Department Film Series, coordinates the ties between campus chapters of Phi Alpha Theta, reaches out to alumni/ae, promotes the work of the Department to the university and wider communities, and provides professional development assistance to students. The Department Chair may charge the SE&O Committee with other related duties.
4. Meetings. There shall be at least one regularly scheduled SE&O Committee meeting during each Fall and each Spring semester. The chair of the committee will report to the Department Chair after each meeting. When requested by the Department Chair, the chair of the SE&O Committee will report to the Department at a Department meeting; such reports should be provided at least once per academic year.

#### **H. Election Procedures for Standing Committees**

1. Elections to fill vacancies on standing committees (except the Advisory Committee) will be held at the first Department meeting of the academic year.
2. The Chair shall ask for nominations at least 2 weeks (10 working days) prior to the meeting. Voting members may self-nominate or nominate others.
3. If an insufficient number of nominations are received, the Advisory Committee will create a slate of nominees.
4. The Chair will contact nominees to ascertain their willingness to serve.
5. If elections are uncontested, nominees may be accepted by acclamation or voice vote. In the event of a contested election, the Chair shall prepare paper ballots to be distributed at the Department meeting. Results will be tabulated and announced at the meeting.
6. Other forms of voting than in-person ballot, for example using Google forms or Survey Monkey, may be used if the Department or Chair determines them necessary or expedient. The Chair will provide all instructions, including a cutoff date, to voting members of the department and present results at a date announced in advance.
7. Elections will be decided by a simple majority.

In the event of a tie in a contested election, the position will be given to the more junior member.

#### **I. Ad Hoc Committees**

1. The Chair will appoint and charge ad hoc committees as necessary.
2. Ad hoc committees will typically consist of 3 to 5 persons.
3. Members of these committees shall serve one-year terms or until the committee's work is completed.
4. Should an ad hoc committee not complete its task within one year, members may elect to withdraw from service, and the Chair may appoint new members in their stead.
5. If an ad hoc committee remains in existence for more than three years, the Department should consider changing its status to standing. A simple majority vote can be employed to determine the question.

## **Article V. Appointive Officers and Representatives to CAH Committees (for work conducted during the 10 months of the academic year)**

On both a continuing and ad hoc basis, specific functions of the Department will be assigned to appointive officers during the academic year. Such officers will be responsible to the faculty and the Chair.

### **A. Existing Appointive Officers**

1. Graduate Program Director. The Graduate Program Director (GPD) is appointed by the chair for a five-year term. As Chair of the Graduate Committee, the GPD will oversee the duties of the Graduate Committee as described in section IV.C.3 of the Bylaws. The GPD is responsible for guiding the recruitment of graduate students, coordinating the Department's program with the College of Graduate Studies, working with the Public History Coordinator and the Armstrong Graduate Supervisor, convening and chairing meetings of the Graduate Committee, advising graduate students, serving on all non-PH non-thesis project defense committees, assigning and supervising graduate assistants, managing the content of the graduate program webpage, drafting annual reports for CAH, and performing such other duties as are required to maintain the graduate program in History. The GPD shall share these responsibilities as far as possible or practical with the Graduate Committee. When decisions are required and the Graduate Committee cannot meet, or when there are other exigent circumstances, the Director may make decisions regarding admissions or other matters subject to subsequent review by the Graduate Committee. A fuller description of the duties of the GPD can be found in the University Catalog.

The graduate program, like the undergraduate program, is centered on student needs. As such, the GPD will be located on the Statesboro Campus, where the College of Graduate Studies and the majority of graduate student FTEs, courses, faculty, TAs, and other resources are located. The GPD is available for all graduate students, but must spend more time on the campus that has the most graduate student FTEs.

The Armstrong Graduate Supervisor (AGS) is also appointed for a five-year period and will serve as an on-site advisor to students in the Armstrong MA program, in coordination with the GPD. The AGS is a member of the Graduate Committee and will also aid the Graduate Director with recruitment and drafting annual reports.

At the end of the GPD's and AGS's five-year term, the department may wish to reassess the organization or location of the offices, based on resources, graduate FTEs, available TAs, etc.

2. Phi Alpha Theta Advisors. The Phi Alpha Theta advisors serve as faculty advisors to the History honor society, Phi Alpha Theta. When there is a vacancy, the Chair will solicit volunteers to serve as Phi Alpha Theta advisors at the first Department meeting of the Fall semester and will appoint the advisors as soon as possible thereafter. Each campus will maintain its separate Phi Alpha Theta chapter.
3. Web Master. The Web Master is responsible for updating and maintaining the Department's website. The Chair will solicit volunteers to serve as Web Master at the first Department meeting of the Fall semester and will appoint the Web Master as soon as possible thereafter.
4. Honors Coordinator. The Department Honors Coordinator oversees the undergraduate



Honors Program, including recruitment, standards, and other matters ensuring the quality and effectiveness of the Honors Program. The Honors Coordinator will recruit eligible students, serve as a liaison between the History Department and the Honors Program, serve on Honors Program scholarship committees, work with the department chair to select instructors for HIST 3630 H, and advise faculty on standards for honors theses and presentations. The Honors Coordinator will work with the College of Arts and Humanities (CAH) Honors Liaison to assure alignment with CAH directives.

5. Public History Coordinator. The Public History Coordinator (PHC), appointed by the Department Chair, works in tandem with the Graduate Director under the guidance of the Department Chair and oversees the graduate program(s) for public history across all campuses. The PHC's responsibilities include assigning Public History graduate assistantships, serving on all public history non-thesis projects and project review committees, organizing the annual internship fair (which includes coordinating continued communication with the organizations hosting the internships), and maintaining healthy community partnerships. The PHC may, in consultation with the Chair and Graduate Director, aid in scheduling of courses.
6. Director of Digital Humanities. The Director of Digital Humanities (DDH) oversees the Humanities Lab (H-Lab) and the interdisciplinary minor (HUMN). The DDH is appointed by the Dean of CAH in consultation with the Chair of the Department of History. The DDH is responsible for the security, maintenance, and update of equipment for the H-Lab spaces (IAB 1008, 1008A, 1013, and 1014). The DDH also has the responsibility for designing, arranging, and scheduling those spaces, keeping an inventory of all equipment in them, and making sure that the equipment is secured, maintained, and updated. The DDH, in addition, maintains and supervises the web pages and social media presence of the DH program, the H-Lab, the Gallery (IAB 1010), and the Creator Club, for the CAH and Library (LibGuides). The DDH should consult with the chair and the Technology Committee in order to plan for purchases of equipment through the Student Technology Fee and other funds. The facilities of the H-Lab should be available to History faculty and students from all campuses upon request to the DDH, who should collect feedback from users in order to facilitate training, equipment purchases, and shared usage. The DDH and Department of History have joint responsibility for the security, maintenance, and update of equipment in the first floor media storage space (IAB 1017). The DDH, Museum Director, and the Public History Coordinator have joint responsibility for the security, maintenance, and update of equipment in the gallery (IAB 1010) as well as for scheduling events in the gallery itself, which is open to student and faculty use. In the event of a conflict over space or equipment use, the Chair of the History Department may be called on to mediate or to cast a deciding vote. The DDH should also consult with the Creator Club (a student organization which uses the H-Lab) to ensure that student technology needs are met.

## **B. Representatives to CAH Committees**

Departmental representatives to CAH committees will be nominated and elected according to the procedures for standing committees outlined in Article IV, section F of the Bylaws.

## **Article VI. Searches**

### **A. Position Definition and Description**

1. New Positions. New positions will be defined in accordance with hiring priorities established by the Department.
2. Replacement Positions. When a member of the Department resigns, retires, or is not reappointed, the ensuing search is normally conducted in the same general field. However, if 25% of the voting members of the Department request a change of field, the Chair will place the change of field on the agenda for discussion and vote at a subsequent Department meeting. Change of field requests must be submitted in writing to the Chair in accordance with the procedures for adding agenda items outlined in Article II, Section F of the Bylaws. Requests may be submitted individually or collectively in the form of a petition.
3. Position Description. After the Department has agreed on the field of the position, the position description will be written by the Chair and the search committee chair in consultation with the search committee and using the text mandated by the university. The Chair will inform the voting members of the Department of the final text of the position description.

### **B. Search Committees**

1. Appointment and Composition. After the Department has been given permission to conduct a search, the Chair will appoint a search committee and chair. Search committees for tenure-track positions will be composed of 3 to 5 tenured and/or tenure-track voting members of the Department. Search committees for lecturer positions may include one or more lecturers as members. Search committees will be appointed by the Chair in consultation with the search committee chair.
2. Duties. The search committee is responsible for screening applicants, developing a list of semi-finalists and finalists, and hosting finalists during campus visits. After all finalists have completed campus interviews, the committee may, at its discretion, rank candidates and make a recommendation to the Department.
3. Duties of the Search Chair. The search chair is responsible for insuring that the search is conducted according to procedures prescribed by the University, responding to inquiries and maintaining contact with applicants, filing all requisite forms, managing the search plan, chairing all committee activities, and updating Department faculty on the progress of the search.
4. Representation. The Department Chair should take steps to ensure that committee members adequately represent and reflect the position which is advertised. Committees should, as a result, include faculty whose survey teaching duties will be related to the survey teaching duties of the new faculty member.
5. Department Chair Searches. Membership must include representation from both the Statesboro and Armstrong campuses.

### **C. On-campus Visits of Finalists in Search Committees**

1. Search Chair and Committee Responsibilities
  - a. The search chair shall distribute itineraries and make the finalists' files available to the Department at least one week (5 working days) before each candidate's arrival on campus.

- b. The search chair shall make every effort to ensure that all voting members have an opportunity to meet the finalists.
  - c. Each finalist for regular faculty position (lecturer, tenure-track, or tenured) will be required to make two presentations: a lecture to an undergraduate class on a topic determined by the search committee, and an informal presentation on research. The search chair shall make every effort to schedule the presentations at times which are convenient to the majority of the faculty who are eligible to vote on candidates and to encourage both graduate and undergraduate student attendance.
  - d. Finalists for the position of Chair of the Department shall follow the procedures set out by the CAH and the individual search committee for that position.
2. Faculty Responsibilities. It is the responsibility of every eligible voter as defined in Section D (below) to review the finalists' files, to make every effort to attend finalists' presentations, and to meet with candidates informally if possible.

#### **D. Voting Procedures for Searches**

- 1. Meeting. The Chair shall schedule a Department meeting to take place after all finalists have completed the interview process. The purpose of this meeting is to evaluate the candidates and to determine the order in which offers will be made.
- 2. Eligible voters. In searches for tenure-track faculty, only tenured and tenure track voting members who have actively participated in the search are eligible to vote. In searches for lecturers, permanent non-tenured lecturers who have actively participated in the search are also eligible to vote. Active participation is defined as attending at least one presentation by one candidate [in searches in which only two finalists are brought to campus] or attending at least one presentation by each of at least two candidates [in searches in which more than two finalists are brought to campus]. Where possible, presentations will be recorded and made available for all faculty who were unable to attend in person. The Department Chair or the Chair's designee shall record faculty attendance at all candidate presentations. Voting members who are unable to participate actively in the search process must abstain.
- 3. Quorum for Searches. A quorum *for searches* shall consist of 50% plus 1 of the eligible voting members (as defined in the preceding paragraph) *on the campus that houses the position*. A quorum on the home campus must be present for a vote to be taken. For positions on the Liberty Campus, only faculty members may vote. The Department will make a special effort to provide video and/or recorded access to presentations for Liberty Campus candidates. Specific voting procedures for searches on the Liberty Campus will be determined on an ad hoc basis.
- 4. Committee Recommendation. The committee may elect to recommend a ranking of the candidates or to make no recommendation.
- 5. Voting Procedures. Voting will be conducted by secret ballot. If the search committee has made a recommendation, on motion of an eligible voting member, those present and eligible to vote may vote to accept the search committee's recommendation. Alternately, a vote among all candidates will be held. If this vote produces a majority for one candidate, that person will be offered the position and the other candidates will be ranked by the number of votes received. If no candidate has a majority, a second vote will occur to decide between the two candidates who received the largest number of votes in the first round.

If the first round produces a tie between two or more candidates at or below first place, the chair will vote only to break that tie and to decide which two candidates advance to the second round. If the second round produces a tie, the chair will vote to break the tie. If the search committee chooses not to rank the finalists, or if a simple majority of the eligible voting members rejects the committee's recommendation, the department may proceed as above, or elect to use a different procedure on which the majority of voting members may agree. See appendix for an explanation of ranked choice voting.

6. Proxies. Eligible voting members who are unable to attend the meeting may submit rankings in writing to the Chair prior to the meeting. In addition, eligible voters may submit a written yes/no vote on acceptance of a recommendation by the search committee.

#### **E. Recommendations to the Dean.**

The Chair shall report the results of the vote(s) and the Department's recommendation to the Dean, along with the Chair's own recommendation. If no finalists are found acceptable, the Chair shall make a recommendation to the Dean on whether to continue, postpone, or discontinue the search.

#### **Article VII. Personnel Reviews**

- A. Personnel reviews—annual, pre-tenure, tenure, promotion, post-tenure—shall be conducted in accordance with the Department's Policies and Procedures for Tenure, Promotion, and Review.
- B. Meetings in which personnel reviews are discussed and voted on shall have no other items on the agenda.

#### **Article VIII. Assistant Chair**

The Assistant Chair (AC) is an appointed position on the Statesboro campus, with a single-year term, potentially renewable. The AC shall be in place by no later than the first day of classes and is not expected to carry out duties during the months of June and July. The Chair may select a member of the Department in consultation with some or all of the Department and with the Dean; alternately, the Dean may appoint an AC from within the Department. The AC is currently (Fall 2018) granted one course release per semester and is not required to engage in administrative duties during semester breaks or the summer. The Office of the Provost may elect to provide other forms of compensation, which will be announced if and when offered. Per the Dean, the AC may attend the Chairs' meetings if the Chair cannot attend. The AC should anticipate spending an average of 15 hours per week in the office as the primary administrative contact, including days when the Chair is in Savannah. Some weeks may require more hours in the office; these can be balanced with weeks which require fewer. The AC should schedule weekly virtual or physical meetings with the Chair, and be available to assist in the event of an emergency.

- A. AC duties will cover the following:
  1. Assisting the Chair in making the class schedule for fall/spring/summer and monitoring enrollments. This includes aiding the Chair and secretary/administrative assistants in

- supervising the loading of said schedule in Banner;
2. Representing the Department in on-campus meetings and public events in Statesboro and environs. This can include personal attendance at lectures, or finding a colleague to be there instead. Maintaining a public presence is important to the relationship between the University and the region, and can provide advantageous contacts. The AC is not responsible for such representation in Savannah or Hinesville;
  3. Aiding in coordinating the Assessment process to ensure that artifacts and data are collected;
  4. Helping process departmental paperwork. The AC will have signature authority for non-financial matters, such as course overrides, course substitutions/equivalencies for credit, etc. At times, the AC may need to sign something in lieu of the chair due to an emergency;
  5. Assisting with scheduling of courses and monitoring of course enrolments;
  6. Assisting in running department meetings on the campus other than the one where the physical meeting is occurring, or meetings when the Chair cannot be present;
  7. Consulting with the Chair on issues of hiring staff, including student workers;
  8. Addressing student, staff, or faculty complaints and problems as they arise, and
  9. Bringing to the Chair's attention any departmental concerns that arise.

## **Article VIII. Amendments and Ratification.**

### **A. Amendments**

Proposed amendments to these Bylaws will be circulated in writing to all voting members of the Department for a period of at least two weeks (10 working days) prior to their consideration. Amendments must be approved by a two-thirds majority of all voting members of the Department.

### **B. Ratification**

These Bylaws will take effect upon being ratified by a two-thirds majority of all voting members of the Department.

**APPENDIX: Possible other forms of voting in searches, in the event the department cannot reach a consensus.**

**1. First-past-the-post (plurality) voting procedure.**

The offer may be made to the candidate who receives the largest number of votes, even if that is not a majority.

**2. Ranked voting procedure.**

Ranked-choice voting, also called preferential voting, can be used to create a consensus. In this system, the number of candidates is  $N$ ; members of the department each vote for  $(N-1)$  of the candidates. Incomplete ballots (i.e. those who vote for fewer than  $[N-1]$  candidates) will not be counted. The candidate with the smallest number of votes is ranked lowest on the first ballot and will not be considered in subsequent ballots. A second ballot follows, ranking  $(n-1)$  of the remaining candidates, and considering only complete ballots.

Balloting continues until two candidates remain. The final ballot determines the winner (i.e. the highest ranked candidate) by simple majority. The remaining candidates are ranked according to the outcome of the votes.