

BYLAWS OF THE DEPARTMENT OF  
HISTORY UNIVERSITY OF SOUTH  
CAROLINA COLUMBIA

May 2, 2022

## I. History Faculty

The Faculty of the Department of History shall include all those who hold appointments in the department as follows: Those who hold regular tenure-track or tenured positions with the ranks of Professor, Associate Professor and Assistant Professor; and appointed full-time professional-track faculty with the ranks of Instructor, Senior Instructor, Lecturer, Senior Lecturer, Research Assistant Professor, Research Associate Professor, and other titles listed as voting faculty in the Faculty Manual.<sup>1</sup> In addition, full-time postdoctoral teaching fellows are considered professional-track members of the History department faculty. Only tenured Professors and Associate Professors are eligible to vote on matters pertaining to tenure and promotion. Professional-track faculty may not vote on hiring decisions or appear on ballots for elected committees. Professional-track faculty may serve as appointees on non-elected department committees such as the History Center Committee, Undergraduate Committee, and Warwick Committee. Professional-track faculty, however, are not in any way obligated to accept such appointments, and may decline to serve without consequence.

Votes of the Faculty recorded at either its regular or special meetings shall determine all departmental matters which fall within its authority. A binding vote can only be taken at a regular or special meeting of the History Faculty, and only if there is a quorum, defined as the presence of not less than 51% of the eligible voting faculty. Those unable to attend either in person or electronically who wish to vote on pre-circulated issues should notify the chair at least forty-eight hours

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<sup>1</sup> See the list of professional-track titles on page four of the June 25, 2021 version of the Columbia Campus Faculty Manual ([https://sc.edu/about/offices\\_and\\_divisions/provost/docs/faculty\\_manual/faculty\\_manual\\_columbia\\_6\\_25\\_2021.pdf](https://sc.edu/about/offices_and_divisions/provost/docs/faculty_manual/faculty_manual_columbia_6_25_2021.pdf)).

before the meeting. The chair will provide them with electronic ballots, which they must submit by 5:00 pm on the day of the meeting.

## II. Administration

### A. Officers

1. **Department Chair.** The responsibilities and scope of duties for the History department chair are governed by the *Faculty Manual* (revision of 25 June 2021), Academic Affairs Policy [ACAF] 1.24, and ACAF 1.01. Although, according to the *Faculty Manual*, final responsibility for departmental governance rests with the department chair, the *Faculty Manual* also states that the department chair “will consult with and seek the advice of appropriate committees of the faculty with respect to educational policy and departmental governance.” The department chair will administer the History department in regular consultation with the Executive Committee and with other departmental committees and officers as appropriate.

a) The department chair will make available to the History department on an annual basis, and at appropriate times each year, information regarding: the Department's operating budget for the fiscal year; the Educational Foundation accounts and other accounts; distribution of research funds to faculty; and any other perquisites. The Executive Committee will request this information in writing at least once per academic year, by 1 November. Upon request from the Executive Committee for this information, the department chair will circulate it to the History department within ten business days.

b) Selection of the History department chair is governed by University and College of Arts & Sciences policy, specifically ACAF 1.24 and the *Faculty Manual*. The department chair is appointed by the Dean of the College of Arts and Sciences, in consultation with History department faculty. When there is a vacancy, it is the Dean's prerogative to initiate an external, national search for the department chair or to solicit nominations from within the department.

c) For an internal selection process, the History faculty will elect up to three persons to serve on a search committee, who will be joined by up to two additional persons appointed by the dean. One decanal appointee will be the search-committee chair. At least one decanal appointee will be a member of another department or academic unit.

d) Per ACAF 1.21, “Faculty participation in the selection [of a department chair] is restricted to regular, full-time department members at the rank of assistant professor or above who are either tenure-track or non-tenure track [professional track] faculty and who have not been officially notified of non-reappointment or of a final, unfavorable decision on tenure. Full-time instructors/lecturers may be eligible to participate if such participation is recommended by the majority of the departmental faculty eligible to vote and is approved by the dean. The dean may request that the tenure-track and tenured faculty, non-tenure-track [professional track] faculty, and instructor/ lecturer votes be counted and reported separately.”

Faculty will rate each candidate as “Acceptable” or “Unacceptable” and rank acceptable candidates in order of preference. The search committee will count the votes and report all results to the faculty. The names of all candidates voted as “Acceptable” by a majority of the voting faculty will be forwarded to the Dean.

e) The History department chair's initial term of office, to be determined by the Dean at the time of appointment, will ordinarily be for no more than four years. If reappointed to a second consecutive term, no History department chair should normally serve a total more than seven consecutive years.

f) Comprehensive evaluation of the History department chair by the College will take place at the end of the specified term of office by the Dean’s Office or otherwise at the Dean's discretion. The Executive Committee may also conduct its own internal evaluation of the Chair at will.

g) Reappointment to a second term of office as History department chair is determined by the Dean after evaluation of the History chair at the conclusion of the first appointment period, and in consultation with the department faculty and the Provost’s office. Per ACAF 1.24, “Reappointment is normally for one term, with any additional terms being the rare exception.”

h) The History department chair serves at the pleasure of the Dean, and the Dean may terminate the appointment at will, in consultation with History faculty and the Provost’s office.

**2. Appointed Officers.** The department chair shall appoint an Associate

Chair, a Director of Undergraduate Studies, a Director of Graduate Studies, a Director of Public History, a Director of the History Center, and such other officers as are deemed necessary, who shall perform such duties as are delegated by the department chair after consultation with the chair of the Executive Committee. All appointed officers shall serve at the pleasure of the department chair and their appointments will cease at the end of the department chair's term. No appointed officers shall serve more than three consecutive years unless the reappointment is affirmed by a majority of the faculty. Normally the names of appointed officers should not appear on ballots for elected committees.

- a) **Associate Chair.** The Associate Chair of the Department of History shall be appointed by the department chair. The Associate Chair shall manage, under the supervision of the department chair, the process of determining the schedule of course offerings, the assigning of full-time faculty to courses as instructors of record (in accordance with contractual workloads), and the hiring of temporary faculty and graduate-student instructors of record (as needed). The Associate Chair shall consult with the Director of Graduate Studies and the Director of Public History in selecting graduate course offerings; the Associate Chair shall consult with the Director of Undergraduate Studies in selecting undergraduate course offerings. In the absence of the department chair, the associate chair may serve in the department chair's stead.
- b) **Director of Undergraduate Studies.** The Director of Undergraduate Studies (DUS) shall be appointed by the department chair. The DUS shall manage, under the supervision of the department chair and in consultation with the Undergraduate Committee and the Associate Dean for Undergraduate Affairs, the advising and course of study for undergraduate majors; the supervision of the Department's Carolina Core and campus-wide electives; the development and processing of new course proposals, modification of existing ones, or implementation of unit-level curriculum changes; the processing of student appeals and petitions; the assessment of the GHS Core and BA program in consultation with the university assessment program manager; the selection process for departmental undergraduate scholarship competitions; and responses to information and programmatic requests by the Student Services Office. The DUS shall also work with the Associate Chair in determining the schedule of course offerings and adding or modifying courses for the Undergraduate Bulletin.
- c) **Director of Graduate Studies.** The Graduate Studies director (DGS) shall be appointed by the department chair. Under the supervision of the department chair and in consultation with the Committee on Graduate

Studies and the Director of Public History and the Associate Dean of the Graduate School and the Associate Dean for Research & Graduate Studies, the DGS shall manage: the admission, advising, and course of study for Department of History graduate students; the contracting of graduate students to Graduate Assistantships (Teaching Assistantships and Research Assistantships); the assignment of Teaching Assistants and Research Assistants to specific courses (on a semester-by-semester basis); the evaluation of the performance of Graduate Assistants; the organization of the annual Department of History Graduate Orientation and the annual Open House for admitted graduate students; the production of budget reports; the coordination of efforts to secure incoming and current students funding via University-wide fellowship programs, extra-departmental assistantship programs, and travel/research support programs; the selection of departmental awards for graduate students; the development and processing of new course proposals, modification of existing ones, or implementation of unit-level curriculum changes; the processing of student appeals and petitions; the coordination of responses to information and programmatic requests by The Graduate School and other University entities; the participation in discipline-wide events of interest to directors of graduate study in history departments. The DGS shall also work with the Associate Chair in determining the schedule of course offerings and adding or modifying courses for the Graduate Bulletin.

- d) **Director of Public History.** The Public History director (DPH) shall be appointed by the department chair. The Director of Public History shall be responsible for program assessment, coordinating internships, organizing portfolio presentations, curricular management, and professional engagement. Normally the Director of Public History shall be appointed to the Graduate Committee but not serve as chair.
  
- e) **Director of the History Center.** Assuming ongoing external support for the History Center, the History Center director (DHC), appointed by the department chair, initiates and coordinates programing, which includes organizing major symposiums, inviting leading scholars to speak and participate in roundtable discussions, workshops for faculty and graduation students to present and discuss their work, and other forums that facilitate discussion regarding current trends and developments in the historical profession. The director collaborates with other units, centers, and colleges in fulfilling the university's mission. The director also works to engage and facilitate public interest in history by hosting public lectures by visiting scholars and UofSC faculty members and collaborating with local organizations, such as Historic

Columbia, the Richland Public Library, the South Carolina Humanities Council, and the Nickelodeon Theater.

## II.B. Elected Committees

Members of elected committees shall be elected by secret electronic ballot by the end of the academic year. In the case of an elected member being granted a sabbatical, a leave of absence, or being otherwise unable to complete a term, the Faculty shall elect a replacement to complete the unexpired term. Normally the Director of Undergraduate Studies, the Director of Graduate Studies, and the Associate Chair will be exempted from appearing on elected committee ballots. No member may serve more than two consecutive years on an elected committee.

1. **Executive Committee.** The Executive Committee will have seven regular members. Six will be nominated and elected by secret ballot. The seventh will be the chair of the department in an *ex-officio* capacity. At least two of the elected members will be full professors and two will be associate professors. At times when there is a chair-elect of the department, that person will be a non-voting member of the committee. Members will serve two-year terms and may be reelected to the committee after a one-year interval. Appointed office holders may be called on by the department chair in an *ex-officio* capacity to meet with the Executive Committee to discuss and exchange information on departmental affairs related to their offices when appropriate.

a) The chair of the Executive Committee will be chosen from the elected members in their second year of service and normally should be a full professor. The chair of the committee will confer with the departmental chair in setting the agenda for meetings and will report to the department on those meetings. The committee will meet regularly during the academic year. Special meetings may be called by the chair of the committee, the chair of the department, two members of the committee, or five members of the voting faculty. The committee's chair will report at regularly scheduled departmental meetings.

b) Responsibilities of the Executive Committee. The committee will draft and submit to the voting faculty for approval any revisions to any written criteria that may exist for salary increases based upon research, teaching, and service. The chair of the department will consult with the Executive Committee for allocating travel funds, sabbaticals, leaves without pay, and other perquisites.

The Executive Committee will work with the department chair to establish departmental priorities and oversee implementation of programs. The committee will also discuss any other issues that faculty believe require executive action in consultation with the department chair. When a vote is deemed necessary by the Executive Committee chair, any *ex officio* members of the committee, including the department chair, shall absent themselves during a meeting.

**2. Tenure and Promotions Committee (TPC).** A Tenure and Promotions Committee shall be constituted to advise the department chair on questions concerning personnel evaluation and on tenure and promotions in accordance with rules and regulations of the University of South Carolina and of the College of Arts & Sciences.

a) This committee shall consist of six elected members and the department chair *ex officio*. Of the six elected members, normally four shall be tenured full professors and two shall be tenured associate professors. Membership on this committee shall be open to all eligible faculty members of those ranks. The chair of the department shall be charged with furnishing relevant personnel information to this committee, but shall not be a voting member of the Tenure and Promotions Committee.

b) The term of service for Tenure and Promotions Committee members shall conform to the Faculty Manual. As soon as possible after the annual election of new members, the committee shall elect a committee chair from among the committee's full professors. The chair of this committee shall preside over the activities of the committee and over the Tenure and Promotions meetings of the qualified voting Faculty.

c) Not less than one week in advance of a meeting to discuss candidates for tenure and promotion, the TPC shall share with the voting faculty the names of candidates and their primary and secondary promotion files. Only tenured faculty shall participate in decisions on tenure and promotion to associate professor; only full professors shall participate in decisions on promotion to full professor. Materials in candidates' Confidential Files and discussions in the Department's Tenure and Promotions meetings are confidential and are not to be divulged to candidates. Secret ballots shall be distributed to all qualified voting members of the Department on the day following the Department's Tenure and Promotions meeting(s) and are to be returned, along with justifications, by the deadline set by the chair of the TPC, who will, in association with the department chair and one other

member of TPC, tabulate the votes and then deliver the ballots with a written tabulation of the various votes to chair of the department. Special provision for voting on all questions of tenure and promotions shall be made for qualified voting members of the Faculty who may be absent from the University due to sabbatical, leave of absence, or other temporary absence.

d) The committee will conduct Annual Performance Reviews of all untenured tenure-track faculty, thorough third-year reviews of tenure-track assistant professors, and post-tenure reviews as prescribed by the university. In the spring of each year the committee will conduct annual reviews of every tenured and tenure-track faculty member in the department, making use of Annual Activity Reports. On the basis of guidelines adopted through departmental vote, tenure-track and tenured faculty will be rated as Outstanding, Excellent, Good, Fair, or Unacceptable (as defined in the *Faculty Manual*) in the areas of scholarship, teaching, and service as appropriate. Annual Performance Reviews, which should include a brief written component as well as ratings, will be forwarded to the department chair for co-signature and further comment, after which they will be forwarded to the faculty members concerned for counter-signature and return; thereafter they become the official annual evaluation on file in the front office.

For annual evaluation of Professional Track Faculty see “Committee on Undergraduate Studies” below.

e) When the university administration provides funds for salary increases on the basis of merit, the committee, in consultation with the department chair and working with any guidance provided by the college, shall devise a monetary allocation scheme based on the numerical data from Annual Performance Reviews which the department faculty as a whole shall subsequently vote to accept, amend, or reject.

### **C. Appointed Committees**

The chair of the department, after consulting the Executive Committee chair, may inaugurate or terminate any appointed departmental committee and shall normally appoint departmental directors, chairs, and committee members. Committee appointments shall be made before the first department meeting in the fall semester. As indicated above, the Associate Chair will be an *ex-officio* member of the Graduate Studies and Undergraduate Studies Committees. The number of members which

constitute appointed committees shall be at the department chair's discretion. At present the department's major appointed committees are: Committee on Graduate Studies; Committee on Undergraduate Studies; History Center Committee; and the Warwick Exchange Committee.

1. **Committee on Graduate Studies.** The Department of History Committee on Graduate Studies (Graduate Committee) shall be appointed by the Chair as a 9-month position. Chaired by the Director of Graduate Studies (DGS), and in consultation with departmental faculty, students, and staff, the Committee shall manage: the admission and funding of Department of History graduate students; the evaluation of the performance of Graduate Assistants; the coordination of efforts to secure incoming and current students funding via UofSC-wide fellowship programs, extra-departmental assistantship programs, and travel/research support programs; the selection of departmental awards for graduate students; the development of new course proposals, modification of existing ones, or implementation of unit-level curriculum changes; the development of responses to information and programmatic requests by the Graduate School and other University entities. The Director of Public History will be an *ex-officio* member of the committee.
2. **Committee on Undergraduate Studies.** The Committee on Undergraduate Studies, which should normally include at least one Professional Track faculty member, assists the Director of Undergraduate Studies (DUS) on matters such as the approval of new course proposals, modification of existing ones, or implementation of unit-level curriculum changes; the assessment of the GHS Core and BA program; the selection process for departmental undergraduate scholarship competitions; and annual reviews of Professional Track (PTF\_ faculty based on annual reports submitted by PTF and a set of guidelines confirmed through a faculty vote.
3. **History Center Committee.** The History Center Committee consists of three faculty member and one graduate student who work with the director to develop programing – identifying scholars, subject areas, and forums that will help to advance the goals of the History Center.
4. **Warwick Exchange Committee.** The Warwick Committee recruits and selects students for study abroad at the University of Warwick and, with the assistance of the chair and the business manager,

oversees the Sherman F. Smith, Jr. endowment.

#### **D. Search Committees**

Search committees to seek new faculty members will be appointed as needed by the chair of the department and operate in accordance with university and college search policies. At the conclusion of the visits of candidates, the search committee will hold a meeting of the voting faculty to discuss the candidates after which secret electronic ballots will be distributed in which candidates are evaluated and ranked. The department chair will report the overall result to the department and the specific results to the Dean of Arts & Sciences.

#### **E. Faculty Senators**

In accordance with regulations established by the University Faculty, the department Faculty shall elect its allotted number of Faculty Senators by secret electronic ballot at the end of the academic year. Senators' terms are for three years. No member of the department shall serve more than two consecutive terms.

### **III. Departmental Faculty Meetings**

A minimum of three meetings per semester shall be held on dates selected by the department chair. Special meetings may be held at the initiative of the department chair, or at the written request of five voting members of the Faculty, or the chair of a departmental committee. No meeting will be held without an agenda being given in advance to voting members. Voting rights shall be as described above in Section I. Votes will be decided on the basis of a simple majority of those present if there is a quorum. No vote may be taken on an item of departmental faculty business unless the matter has appeared on the agenda circulated in advance of the meeting. Parliamentary authority will be *Robert's Rules of Order*.

By a majority vote, the Faculty may elect to go into executive session, in which case all who are not voting members of the Faculty shall be excluded from the meeting.

#### **IV. Faculty Obligations**

While the general obligations of the tenured and tenure-track faculty to participate in various levels of University service and governance is recognized, tenured and tenure-track members of the department may decline any departmental appointment, nomination, or election on reasonable grounds. Professional track faculty are not required to justify declining an appointment.

#### **V. Adoption and Amendment of Bylaws**

A. These bylaws shall be adopted, and may subsequently be amended, by a 60% majority of those Faculty members voting in any regular Faculty meeting, assuming a quorum, provided that the amendment has been submitted in writing at least 1 week before the vote, the vote is listed on the agenda, and that provision is made for absentee ballots for those voting faculty members who may be absent on the day of the vote.

B. The department will review the Bylaws periodically.

Bylaws adopted, 1983  
Amended, April 1991; amended, September 1998;  
amended, October 2017; amended 2022.