GOVERNANCE DOCUMENT

Department Mission:

History is the study of change over time. It is an encompassing discipline that examines the connection between historical events and human experiences. History is the study of change over time. It seeks to put contemporary political, social, cultural, and environmental issues in historical context. It teaches sensitivity to cultural differences and awareness of conflicting interpretations of the same event.

The Department of History serves undergraduate and graduate students, the profession, the community, and society in general. The undergraduate curriculum is designed to provide both majors and non-majors with:
1. an appreciation of the nature and importance of a historical perspective
2. an understanding of the development of specific peoples and societies
3. an awareness of conflicting interpretations of the past.

Additional goals for majors at the undergraduate and graduate level include achievement of an understanding of the nature of the discipline of history, and the research, writing, and analytical skills to pursue professional careers or to continue their education in graduate and professional schools. Historical education stresses information literacy, written and oral communication skills, and evaluation of evidence. Students master the ability to "read between the lines," to understand when information is valid and when it is not, and know what attributes contribute to validity. Students also learn to shape their own perspectives and present them coherently and persuasively in a variety of media ranging from traditional research papers to cutting-edge digital media. All of this is vital preparation for the information-based fluid economy that today's university graduates face.

I.   **Membership**

      A. Full membership in the department will be extended to Assistant, Associate, and Full Professors, who are tenure-earning or tenured and whose appointment is exclusively in the Department of History on the Tampa, St. Petersburg, and Sarasota-Manatee campuses.

      B. Voting rights, except on issues of tenure and promotion and hiring, will be extended to full members of the department and to full-time continuing Instructors appointed to the Department of History in Tampa, St. Petersburg, and Sarasota-Manatee, including

those on leave. As non-continuing faculty members, adjunct and visiting faculty do not have voting rights, unless expressly indicated by a vote of two-thirds of the department on a case-by-case basis.

II. **Administration**

A. Department Chair

1. The duties of the department Chair will include representing the department within and outside the university, proposing and overseeing the budget, and allocating resources including travel funds and office space. In consultation with the Executive Council, the Chair will select the associate department Chair (including those in St. Petersburg and Sarasota-Manatee), the Undergraduate Director, the Graduate Director, the Outreach Coordinator, and members for department committees. The Chair is responsible for scheduling classes, recruiting adjuncts, setting the agenda and presiding over department meetings, and making salary recommendations. The Chair is also responsible for making annual faculty assignments and evaluating faculty in accordance with the guidelines of the department and the procedures of the Collective Bargaining Agreement. The Department chair, associate chair, and campus associate chair will work with college deans and university leaders to assure equity of access to all faculty support on all USF campuses.

2. All full members of the department who hold tenure are eligible to serve as Chair.

3. Procedures for selecting a department Chair: Upon a vacancy in the Chair position or at the end of a term of an incumbent Chair, department members will consider candidates for the position of Chair in an election. Candidates must announce their intention to run no later than one week prior to voting. Candidates will submit a vision statement to the department; the department will facilitate discussion and Q&A with the candidates in advance of the election. Election of a Chair-designate will occur upon simple majority vote for one candidate of all full members of the department and full-time continuing Instructors. Faculty on official leave of absence will be allowed to vote; absentee ballots will be permitted. The EC will constitute the election committee and preside over the election, distribute and count the ballots and communicate the results of the election to the department and to the Dean. Candidates for chair cannot serve on the election committee. Attendance at the meeting is expected but proxy votes will be allowed if submitted to the EC no later than one hour prior to the meeting. Balloting for Chair will be secret, although proxy votes will be examined for authenticity prior to the balloting by the election committee. Open proxies not specifying particular candidates will not be accepted. The Chair, once confirmed by the Dean, will serve a three (3) year term but will be eligible for re-election at the end of his/her term for one additional three (3) year term. A Chair may serve no more than two consecutive full terms. Chair elections for new terms will be held in the last week of February in the last year of the incumbent's term. The department may conduct the Chair election either in person at a meeting or

electronically. If a Chair cannot complete his/her term, a special election will be called to elect an interim Chair to serve for the remainder of the academic year.

4. The Chair will be evaluated annually according to the procedures of the department for regular faculty except for the following stipulations. The Chair will be evaluated by the Executive Council relative to his/her relationship with the council and department as an administrator. The Chair will also be evaluated by all continuing faculty relevant to his/her effectiveness as Chair. The Executive Council will develop and administer the mechanisms, which may be written and/or oral, to complete the evaluation. This may include (but is not necessarily limited to) an instrument developed by the Dean's office.

B. Associate Department Chair

1. The principal responsibility of the Associate Chair will be to assist the department Chair. The specific duties of the Associate Chair will be determined by the department Chair and may include drawing up each semester's class schedule, representing the department throughout the university and serving as "acting Chair" in the absence of the department Chair.

2. All full members of the department who hold tenure are eligible to serve as Associate Chair.

3. When a vacancy in the position occurs, the department Chair may consult with the Executive Council, and/or solicit nominations directly from department members. Self-nominations will be accepted. After reviewing the nominations, the department Chair will select the Associate Chair, in consultation with the Executive Council.

4. The Associate Chair will serve at the discretion of the department Chair or until a new department Chair takes office.

5. The Associate Chair may complete a term on the Executive Council but not stand for re-election.

6. The Associate Chair will be evaluated annually by the Executive Council and the department in manner similar to that used for the department Chair with the results reflected in the annual reviews completed by the Executive Council and by the Chair.

C. Campus Associate Chairs

1. The principal responsibility of the Campus Associate Chairs will be to assist the department Chair. The specific duties of the Campus Associate Chair will be determined by the department Chair and may include drawing up each semester's class schedule for the relevant campus, representing the department throughout

the university and serving as "acting Chair" in the absence of the department Chair, and acting as department representative on the relevant campus.

2. All full members of the department who hold tenure are eligible to serve as Associate Chair. The Campus Associate Chair must identify their "home campus" as the campus for which they serve as Campus Associate Chair.

3. When a vacancy in the position occurs, the department Chair may consult with the Executive Council and the faculty on the relevant campus, and/or solicit nominations directly from department members. Self-nominations will be accepted. After reviewing the nominations, the department Chair will select the Associate Chair, in consultation with the Executive Council and the faculty on the relevant campus.

D. Graduate Director

1. The Graduate Director will be selected by the department Chair, in consultation with the Executive Council.

2. The Graduate Director will serve at the discretion of the department Chair or until a new department Chair takes office.

3. The responsibilities of the Graduate Director will include chairing the graduate committee, supervising the admissions process, organizing new student orientations, coordinating graduate assistant teaching assignments, advising graduate students, overseeing and submitting the graduate assessment, serving on the SHUM Graduate Committee and reviewing proposals to that committee, and applying the rules and norms of the graduate program. Significant changes to the graduate curriculum or requirements will be brought to the Graduate Committee for approval; these proposed changes will then be voted on by the voting members of the department.

E. Undergraduate Director

1. The Undergraduate Director will be selected by the department Chair, in consultation with the Executive Council.

2. The Undergraduate Director will serve at the discretion of the department Chair or until a new department Chair takes office.

3. The responsibilities of the Undergraduate Director will include chairing the undergraduate committee, overseeing and submitting the undergraduate assessment, serving on the SHUM Undergraduate Committee and reviewing proposals to that committee, and applying the rules and norms of the undergraduate program. Significant changes to the undergraduate curriculum or requirements will be brought to the Undergraduate Committee for approval; these proposed changes will then be voted on by the voting members of the department.

F. Department Committees

1   The **Executive Council** will advise the department Chair and serve as the departmental personnel committee responsible for all personnel matters, including appointments, annual evaluations, promotion to Associate Professor, and tenure.[1] The Executive Council will consist of five members elected from among the tenured members of the faculty to serve a two-year term, with two members elected annually during the spring semester. One of the five positions on the Executive Council will be reserved for faculty from St. Petersburg and Sarasota-Manatee – the faculty from those campuses will elect that member. The remaining four positions will be open to any tenured member in Tampa, St. Petersburg, and Sarasota-Manatee. Any vacancies will be filled by special election.

The election of the members of the Executive Council will be run by the Chair of the Council by secret online ballot, using a reputable site in order secure verifiable and trustworthy results. Voting is restricted to full members of the department and full-time continuing Instructors, as defined by Section 1 above. After the election the Executive Council Chair and the Chair of the Department should certify the results, which should be archived and communicated to the whole Department, including the total number of votes cast and the votes obtained by each of the participating members.

2   The **Graduate Committee** will oversee the graduate program, including admission of graduate students, continuing evaluation of students, developing proposals for significant changes to the graduate curriculum, conducting the department assessment, and other pertinent matters. Members of the Graduate Committee will be:

The Graduate Coordinator (who will serve as Chair of the committee)
One or more members of the department at large (selected by the Chair with a view toward fair representation of the various fields/constituencies of the program)
At least one member from St. Petersburg or Sarasota-Manatee Campuses
The department Chair (ex officio)
Members of the Graduate Committee will be appointed annually by the Chair with the concurrence of the Executive Council.

3   The **Undergraduate Committee** will oversee the undergraduate program. Its members will review new course proposals and, as needed, propose changes to the undergraduate curriculum. Its members are also responsible for conducting the department assessment and selecting the recipients of undergraduate prizes. Members of the Curriculum Committee will be:

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[1] Regional Chancellors, or their designee, will provide "formal written input…prior to a College Dean or Vice President completing the performance appraisal."

The Undergraduate Director (who will serve as Chair of the committee)
One or more members of the department at large (selected by the Chair with a view toward fair representation of the various fields/constituencies of the program)
At least one member from St. Petersburg or Sarasota-Manatee Campuses
The department Chair (ex officio)
The undergraduate advisor (ex officio)
Members of the Undergraduate Committee will be appointed annually by the Chair with the concurrence of the Executive Council.

4. The **Outreach Committee** will work to build a visible and positive profile for the department within the university and the broader community. It will coordinate alumni relations for the department and assist departmental faculty and staff with the organization of guest speakers and student recruitment projects. Members of the Outreach Committee will be:

Outreach Coordinator (who will serve as Chair of the committee)
One or more members of the department at large
The department Chair (ex officio)
Members of the Outreach Committee will be appointed annually by the Chair with the concurrence of the Executive Council.

5. Ad hoc committees or new standing committees may be formed by the department to address emergent concerns of situations or in response to particular administrative directives. These may be voted into existence by the general faculty, following Robert's Rules (a motion to create an ad hoc committee seconded and approved by a simple majority, or 51% of the voting members). Ad hoc committees are temporary: they cease to exist when they have fulfilled their charge. New standing committees should include a proposal with a very specific purpose, membership, and charge. As the creation of a new standing committee involved the amendment of the By-laws, it requires an affirmative vote of at least two-thirds of the active, eligible faculty.

III. **Recruitment of New Permanent Faculty**

A. The field of specialization for recruiting tenure-earning or tenured faculty and instructors will be determined by the full members of the department.

B. In the case of hiring of tenured or tenure-earning faculty, the Chair, together with the EC, will determine the membership of the search committee, giving primary consideration to field and expertise and to meet EEOC requirements. Regional Chancellors or their designee will serve as a voting member on all search committees for faculty hiring on branch campuses.

C. A two-thirds majority of the faculty participating (including absentee ballots) will be

required for making decisions regarding the hiring of permanent faculty. Voting will be by secret ballot.

    D. Full members of the department are eligible to vote on all hires.

IV.   Appointment of Temporary Faculty

    A. Visiting faculty will be selected by the department Chair and the Executive Council.

    B. Adjunct faculty will be selected by the department Chair, or, on the branch campuses, by the Campus Associate Chair.

V.   Department Meetings

    A. Department meetings will be convened by the department Chair as needed. The Chair will also call a meeting if so requested in writing by two or more faculty members. Meetings will be conducted according to *Roberts Rules of Order*, and minutes will be taken by a member of the office staff. Proxy ballots will be permitted if in writing and specifying the exact terms. Open proxies assigning a vote to another faculty member will not be permitted. Video conferencing will be provided to all members of the department on all three campuses. At least once per year the full department will meet in person.

    B. A Graduate Student representative, selected by the Chair and Executive Council, will be invited to attend all department meetings.

    C. In accordance with the apportionment rules of the USF Faculty Senate, the department elects one member of the permanent faculty to represent the **department** on the Faculty Senate.

VI.   Tenure and Promotion (see "Department of History Criteria for Recruitment, Tenure, and Promotion")

VII.   Departmental Criteria for Annual Evaluations

In alignment with college and university guidelines, the Department of History performs evaluations of all full-time faculty on an annual basis that conforms to the calendar, not academic, year. This annual review of the preceding calendar year plays a role in department, college, and university processes, including determining merit pay increases (when available) and as supporting evidence in evaluating progress toward tenure and promotion.

The following set of expectations presumes a 2/2 teaching load for tenured and tenure track faculty and 4/4 teaching load for Professors of Instruction. When a faculty member's assignment changes, which may involve and increase or decrease in teaching load, an increase in service assignment, or an assumption of administrative duties, the expectations will be adjusted in the areas of teaching, research, and service in consultation with the Department Chair and Executive Council of the Department. Annual evaluations should always be conducted in clear relation to a

faculty member's assignment for that calendar year. Faculty seeking tenure and promotion to Associate Professor or promotion to Full Professor should always consider the expectations of the College as well as those of their field when deciding how to distribute effort over the categories of teaching, research, and service.

The Executive Council and the Department Chair perform independent reviews, with the Department Chair's following the completion of the Executive Council review. Evaluations are based on a faculty member's annual assignment in **Teaching**, **Research**, and **Service**. Faculty members will also be evaluated on **Administration** if a percentage of their workload includes assignment in this area. In accordance with USF policies on nepotism, spouses and partners, or any others determined to have a conflict of interest according to USF policy, are not permitted to evaluate one another.

As part of the annual evaluation process, the Chair of the department may provide a list of goals for the upcoming year to a faculty member to address particular aspects of his/her performance that require attention or need improvement.

A. Departmental Criteria for Annual Evaluations – Teaching

A standard teaching assignment for faculty with a 2/2 teaching load will 50%; for faculty with a 4/4 the standard assignment will be 95-100%. Adjustments in assignment will be made in relation to increased teaching responsibilities, including but not limited to Honors, MA, and PhD advising, directed readings and in dependent study courses. Annual evaluations of teaching attend to the full teaching profile, which will include, but not be limited to, the following:

- Course design
- Readings and assignments
- Evaluation of and feedback on student work
- Teaching methods

To determine the effectiveness and excellence of the above, faculty may include the following for evaluation:

- Teaching of undergraduate and graduate courses
- Developing new courses or substantially revising existing courses
- Independent Study and Directed Readings courses
- Service on MA theses and PhD committees
- Advising MA and PhD theses and dissertations
- Advising Undergraduate Honors Theses
- Working on Study Abroad and Community Engaged teaching
- Grants for instructional development, both submission of proposal and award
- Teaching Awards
- Peer evaluation
- Student Evaluations

- Variety of courses offered
- Teaching large course sections
- Teaching General Education courses
- Teaching departmental service courses (required for the BA, MA, or PhD curricula)
- Attendance at instructional workshops or seminars
- Curriculum development

The list above entails significant aspects of teaching, although not every faculty member will do all of them – these are simply reflective of standard elements of teaching. Faculty who demonstrate excellence in teaching based on the cumulative assessment of the teaching portfolio will be rated "outstanding (5)."

While student evaluations currently constitute one part of the teaching record, they are just that, one part of the record. Extensive evidence in numerous studies have shown student evaluations are an ineffective method of determining pedagogical effectiveness, mired in biases of race, gender, sexuality, and nationality and often marked by validity issues that follow from frequent low response rates.

Faculty may request peer observation of their courses, either by department colleagues or the teaching and pedagogy centers at USF, and records of these observations may be included in the teaching portfolio.

Graduate teaching and advising will constitute a part of the teaching record. However, given the various scholarly emphases of the faculty and those of the graduate program, there will inevitably be disparities in involvement in the graduate program. Teaching and advising in the graduate program are not a requirement for demonstrating an outstanding record.

The entire teaching portfolio will be evaluated based on the following rating scale:

Outstanding (5) will be based on a holistic consideration of the following:
- syllabi that not only meet university guidelines but reflect courses that challenge students intellectually, stimulate their interest, and develop their skills through assessments designed to meet the stated goals of the course
- a well-conceived Teaching Narrative that lists a variety of items from the above list
- high numerical student ratings in all courses and an absence of patterns of criticism or complaints in the written commentary

Strong (4) will be based on a holistic consideration of the following:
- syllabi that not only meet university guidelines but reflect courses that challenge students intellectually, stimulate their interest, and develop their skills through assessments designed to meet the stated goals of the course
- a Teaching Narrative that addresses a variety of items and issues from the above list
- mostly high numerical student ratings in all courses and an absence of patterns criticism or complaints in the written commentary

Satisfactory (3) will be based on a holistic consideration of the following:
- syllabi that not only meet university guidelines but reflect well-organized and well-conceived courses
- a Teaching Narrative that accurately summarizes classroom Teaching effort but does address a variety of items and issues from the above list
- student ratings below departmental average with some evidence of patterns of criticism or complaints

Unsatisfactory (2) will be based on a holistic consideration of the following:
- syllabi with major lapses in both university guidelines and course design
- a Teaching Narrative that does not describe teaching effort addresses no items or issues from the above list
- student ratings below departmental average and college averages with significant patterns of criticism or complaints

Weak (1) will be based on a holistic consideration of the following:
- lacks required elements of Teaching portfolio as elaborated in above list
- demonstrates unacceptable lapses of quality in the design of their courses
- student evaluations significantly below college average with significant patterns of criticism or complaints

B. Departmental Criteria for Annual Evaluations – Creative Activities (Research)

A standard research assignment for faculty with a 2/2 teaching load will 40-45%; for faculty with a 4/4 teaching load there will be no regular research assignment. The guidelines that follow should be understood in a dynamic sense; the Executive Committee will use them as a general guide in evaluating annual reviews but will also take into account various extenuating circumstances as documented and explained in the faculty member's narrative when determining the final evaluation.

A. Outstanding (5):
- Publication of a peer-reviewed journal article
- Publication of a peer-reviewed chapter in a scholarly book
- Publication of a peer-reviewed digital humanities project
- Receipt of a major award, grant, or fellowship that is nationally or internationally competitive, including various residential fellowships and those from private sources of funding
- Publication of a scholarly monograph, edited volume, critical edition, translation, textbook, or other book. Each scholarly monograph will merit an outstanding for three years, while other books will merit outstanding for two years
- The faculty member may decide when to begin claiming credit for a book, chapter, or article. Credit cannot be claimed until the work enters production.

In cases where multiple peer-reviewed works are published in a single year, the faculty member may instruct the EC to defer credit on one or more of them to subsequent years.

B. Strong/Outstanding (4.5):
- At least three items from the list below (Strong).

C. Strong (4):
- Acceptance of a manuscript for a forthcoming publication
- Delivery of a scholarly paper
- Presentation of a written commentary at a professional conference
- Publication of a book review or review essay
- Posting of juried or invited professional blog or website entry
- Delivery of a professional report
- Editing of journal or book series
- Publication of a non-peer reviewed article or essay
- Publication of an encyclopedia entry
- Small external grants (i.e., travel grants to library/archive)
- Translation of a peer-reviewed essay/article
- A publication or revision of a non-peer reviewed digital humanities project

D. Satisfactory (3):
- Evidence of ongoing research

E. Unsatisfactory (2)
   a. Record does meet departmental expectations of ongoing research to merit Satisfactory (3)

F. Weak (1)
   a. No materials were submitted for evaluation

C. Departmental Criteria for Annual Evaluations – Service

A standard service assignment for faculty with a 2/2 teaching load will be -10%; for faculty with a 4/4 the standard assignment will be 0-5%. Service is evaluated as a single category with one rating for the combination of all activities related to service to the university, profession, and public. These include membership on department, college and university committees and contributions to the local community and to the profession, such as editing a journal, reviewing a manuscript and serving professional organizations in various official capacities. The evaluation of service considers both the quantity and quality of the effort, and whether the work is compensated or not, and will be considered in relation to a faculty members' explanation of service in the narrative. A rating of "Outstanding" requires tenured faculty members to document a significant commitment of time and effort to the profession, department, college and/or

university, commensurate with the typical assignment of 5-10% (service expectations for outstanding will increase or decrease relative to an increase or decrease in assignment).

Department
- Executive Council
- Graduate, Undergraduate, Diversity, Awards/Events Committees
- Ad hoc committees
- Tenure/Promotion, Mid-tenure review committees
- Preparation of department external review
- Mentorship
- Some language for "invisible labor"?

College/University
- SHUM committees
- CAS Committees
- University Committees
- Faculty Senate
- Informal/ad hoc committees

Profession
- Journal manuscript review
- Book manuscript review
- External Review for tenure and promotion
- Letters of recommendation
- Conference panel organizer
- Conference panel chair
- Officer in professional organizations
- Editing of journals or book series

Community
- Work with public schools
- Public lecture
- Community-engaged work

Outstanding (5):
- 1 item of Departmental Service plus 4 or more items from the list above

Strong (4)
- 1 item of Departmental Service plus 3 items from the list above

Satisfactory (3)
- 1 item of Departmental Service plus 2 items from the list above

Unsatisfactory (2)

- No Departmental Service but 1 or more items from list above

Weak (1)
- No Service performed

VII. Departmental Procedures for Review of Promotion Applications

A. Applicants for Tenure and Promotion to Associate Professor

1. The application file will first be reviewed and evaluated by the Executive Council.
2. The department Chair will add her/his narrative review.
3. Finally, the entire tenured faculty (associate and full professors) will meet to discuss and evaluate the Tenure and Promotion case/s. The vote will be by secret ballot. Eligible faculty who cannot attend the meeting in person may attend by electronic means, or submit their proxy vote to the office manager no later than one hour prior to the start of the meeting. The meeting will be Chaired by the department Chair.

B. Applications for Promotion to Professor

1. The application file will first be reviewed and evaluated by a Promotion Committee composed of all full professors, excluding the department Chair. In the event that the department faculty includes fewer than three full professors, the Chair, in consultation with the full professor (s), will appoint one additional full professor from outside the department who is in a cognate field at USF. The vote will be by secret ballot. Eligible faculty who cannot attend the meetings of the Promotion Committee in person may attend by electronic means, but in this case, their votes will be known to the Chair as will those cast as proxy ballots. Proxy ballots will be allowed so long as they are submitted to the office manager no later than one hour prior to the start of the meeting.
2. The Committee will elect a Chair from among its members. When the committee has completed its work of drafting the written evaluation for each applicant and recording the Committee's vote in the application file, it will forward the file to the department Chair.
3. The department Chair will add her/his narrative review, and is responsible for ensuring that the file is complete by the deadline established by the College.

IX. Amendments

Amendments to this document may be adopted by a majority vote of all department members, provided the proposed amendment is circulated in advance of the meeting.

BY-LAWS
Articulation: It is recognized that this document may not contravene the constitutions and laws of the state of Florida; rules, regulations, and policies of the Florida Board of Governors; rules,

regulations, and policies of the University of South Florida; and any applicable collective bargaining agreement or legislatively-mandated management right. The foregoing authorities will govern in the event that any provision of this document is inconsistent with or in conflict with them.

Adopted: April 28, 1995
Revised: October 25, 2000, April 18, 2003, April 16, 2004, April 27, 2007, September 6, 2013, April 25 2018, January 16, 2019, April 17, 2019, April 7, 2020, and January 17, 2023.

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