

PLAN OF ORGANIZATION FOR THE HISTORY DEPARTMENT OF THE  
UNIVERSITY OF MARYLAND, COLLEGE  
PARK (Approved April 24, 1998)  
(Amended Fall 2001, Fall 2006, Spring 2007, Fall 2013, Spring 2015)

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- I. The purpose of the Plan of Organization is to enhance the means by which the History Department discharges its educational and scholarly functions and plays its proper role in University affairs.
- II. The main elements in the organization are the Chair, the Associate Chair, the Standing Committees, the Departmental Assembly, the Departmental Graduate Student Association and the Departmental Undergraduate Student Association.
- III. Department Chair
  - A. The Chair is appointed for a three-year term, once renewable, by the President of the University, on the advice of the Dean and the Departmental Assembly, and is responsible to the University administration for managing the affairs of the Department.
  - B. In order to perform his or her executive duties, the Chair appoints various faculty members to carry out Departmental responsibilities, including the Director of Graduate Studies, the Director of Undergraduate Studies, and the Director of the Nathan and Jeanette Miller Center for Historical Studies.
  - C. The Chair is ex officio member of all Departmental faculty organizations, and has the right to call meetings of them.
  - D. The Chair presides at meetings of the Departmental Assembly and the Executive and Appointments, Promotion and Tenure Committees. If he or she is unable to attend a meeting, he or she shall appoint another faculty member to preside in his or her place.
  - E. The Chair is responsible for personnel matters in the Department. He or she will periodically evaluate the performance of the office staff and faculty. Such faculty reviews will include, but not be limited to, annual consultation with non-tenured faculty, as to their performance and Departmental expectations (see "Guidelines for Tenure and Promotion"), and a review of each tenured faculty member at five year intervals. Such post-tenure reviews will focus on the faculty member's scholarship, teaching, and service for the previous five years, and on the faculty member's future plans in those areas. The Post-Tenure Review Committee will compile information on the faculty member's activities for that period, in consultation with the faculty member, and submit a summary report to the Chair. The Chair and the faculty member will then meet to discuss the faculty member's plans for the ensuing five years. (See below; section V.H, for further details.)
- IV. Department Associate Chair
  - A. The Department Associate Chair is selected by the Chair and serves at his or her discretion.
  - B. Duties of the Associate Chair
    1. To assist the Chair in the day-to-day operation of the Department, including such matters as scheduling of courses, teaching assignments, and procurement of part-time teaching personnel.
    2. To serve as secretary at all Departmental Assemblies and APT Committee meetings.
- V. Standing Committees
  - A. Executive Committee
    1. Organization:
      - a. The Executive Committee shall be composed of fourteen members, including the Department Chair; the Associate Chair; the Directors of Graduate and Undergraduate Studies; two full professors, two associate professors, two assistant professors<sup>1</sup>, and one representative of the Adjunct lecturers (the election details to be left to the Chair); two graduate students elected by the History Graduate Student Association; and one undergraduate student elected by the History Undergraduate Association. The Chair has the right to declare closed sessions with membership restricted to regular faculty.

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<sup>1</sup>See, however, Part V, Section K.

- b. The elected faculty members shall serve staggered two year terms. Ordinarily no elected faculty member shall succeed himself or herself.
- c. No student representative shall serve more than two years. The student associations may each elect one alternate delegate to the Committee, who may attend all meetings but who may vote only when the regular representative is absent.
- d. Any faculty member in the Department may attend meetings of the Committee without voting except in those cases where the Chair deems a closed session necessary. In such cases the Chair shall give the reasons for holding the closed session.
- e. The Committee shall meet at least twice each semester during the academic year. The Chair or any member of the Committee may call a meeting of the Committee. Seven voting members of the Committee, including the Chair or his or her appointed substitute, shall constitute a quorum.
- f. The minutes of the Executive Committee shall be circulated after each meeting to all members of the Department.

2. Functions:

To advise the Chair on matters of Departmental policy, including, but not limited to, allocation of Departmental resources, review of teaching programs, faculty work-loads and leaves, ranking of GRB grant applications, and any other matter that the Chair or members of the Executive Committee or of the Departmental Assembly may wish to bring to it.

B. Graduate Committee

1. Organization:

- a. The Graduate Committee shall be composed of eleven members: the Chair of the Department; the Associate Chair of the Department; the Director of Graduate Studies (as Chair of the Committee); two graduate students selected by the History Graduate Students Association; and six members appointed by the Department Chair: two full professors, two associate professors, and two assistant professors<sup>2</sup>.
- b. The Chair shall appoint the Director of Graduate Studies from the ranks of the full or associate professors. The appointed faculty members shall include persons distributed as far as is possible from the several graduate fields. They shall serve staggered three-year terms and shall not immediately succeed themselves. Student representatives shall not serve more than two years.
- c. The Committee shall meet at least once a month. A quorum shall consist of 50% of the Committee membership.

2. Functions:

- a. To admit students to the graduate program and to recommend candidates for fellowships, teaching assistantships, etc.
- b. To consider all proposals for new graduate courses.
- c. To investigate sources of funds for the support of the graduate program, graduate students, and research.
- d. To assist in the placement of students who have completed degrees.
- e. To assess and reevaluate the graduate program and requirements in light of the changing needs of graduate study in history, and to inform graduate students of the requirements.
- f. To make recommendations about substantive changes in the graduate program or requirements to the Departmental Assembly.

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<sup>2</sup> See, however, Part V, Section K.

C. Undergraduate Committee

1. Organization:

- a. The Undergraduate Committee shall be composed of eleven members including the Departmental Chair, the Associate Chair, the Director of Undergraduate Studies (as Chair of the Committee); two full professors; two associate professors; two assistant professors<sup>3</sup>; one graduate student; and one undergraduate student. The graduate student shall be an undergraduate advisor. The undergraduate shall be the elected President or Co-President of the History Undergraduate Association. [Ordinarily—omit] The Director of Undergraduate Studies shall be appointed from the ranks of full or associate professors.
- b. The Department Chair shall appoint the Director of Undergraduate Studies from the ranks of the full or associate professors, as well as the faculty representatives to the Undergraduate Committee. Faculty members shall serve three year staggered terms. Student members shall be elected by the groups they represent, and may serve for no more than two years.
- c. The Committee shall meet when called by the Committee Chair or at the request of any member of the Committee. A quorum shall consist of 50% of the Committee membership.

2. Functions:

- a. To administer policy regarding the awarding of undergraduate degrees with a major in history.
- b. To oversee the advising program for all history majors in regard to course selection and to placement in jobs and graduate schools following graduation.
- c. To consider appeals from undergraduate students regarding History Department requirements or courses.
- d. To assess and reevaluate the undergraduate curriculum and requirements.
- e. To make recommendations about substantive changes in the undergraduate curriculum and requirements to the Departmental Assembly.

D. Appointments, Promotion, and Tenure (APT) Committee

1. Functions:

- a. Makes departmental recommendations to the chair concerning the granting of tenure, promotions, and contract renewals, and the making of regular appointments to the ranks of assistant professor and above.
- b. Establishes departmental criteria for promotion and tenure.
- c. Provides advisory subcommittees from among its members, as appointed by the department chair in accordance with the Department of History's "Guidelines for Promotion and Tenure" and in compliance with UMD II-1(A), Policy on Appointment, Promotion, and Tenure of Faculty. These advisory subcommittees shall have responsibility for gathering information on particular cases coming before the APT Committee. Ordinarily, this includes procurement of judgments on the candidate's writings from those with closest knowledge of the particular fields, the circulation of the candidate's writings among APT Committee members, and the gathering of data on teaching competence. Further details about the specific steps and required documentation necessary for the creation of a dossier for the review process are contained in the Department of History's "Guidelines for Tenure and Promotions" and

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<sup>3</sup> See, however, Part V, Section K

the University's annually updated "Guidelines for Appointments, Promotions, and Tenure."

2. Membership, Voting, and Procedures
  - a. The Appointments, Promotion, and Tenure Committee shall be composed of all tenure-track and tenured members of the department. Eligibility to attend and to vote in individual proceedings of the APT shall be governed by the following criteria:
    - i. In instances where the review, tenure, and/or promotion of individual faculty members are being considered, a member must be at/or above the level to which the candidate for promotion aspires.
    - ii. In cases of new appointments, all tenure-track and tenured members of the department are eligible to attend APT proceedings and to vote on appointments.
    - iii. In cases in which a new appointment will be made above the level of assistant professor and will convey tenure, a separate meeting and vote upon the candidate's tenure will occur. To participate and vote in this meeting, members must be at or above the level at which the appointment will be made.
  - b. All votes within the APT shall be conducted by secret ballot. Absentee ballots, while discouraged, are permissible.
  - c. The department chair shall call meetings of the APT Committee as necessity demands. A majority of those eligible to vote in the proceedings, minus those on sabbatical and leave, shall constitute a quorum. The call for a meeting will include this number.
  - d. A case for promotion and/or tenure shall move forward to the next level of review if approved by a majority of eligible voters, or if the recommendation of the department chair is favorable.
  - e. During the discussion of Advisory Subcommittee reports in the APT, the chair of the Advisory Subcommittee acts as chair of the APT. At the conclusion of the meeting s/he prepares a report on the proceedings and recommendations that outlines the meetings discussions, including criticism and praise of the candidate that were expressed in the APT.
  - f. All faculty members of advisory subcommittees convened to examine individual cases for tenure and/or promotion shall be at or above the level to which the candidate for promotion aspires, in accordance with UMD Policy II-1(A), page 25. In cases where this is not practicable, a member may be appointed who does not meet this criterion with the approval of the dean. At the request of the candidate and with the permission of the dean, the chair may also appoint one member of the advisory subcommittee from outside the department from a member of the faculty who is at or above the level to which the candidate aspires.
  - g. In all matters concerning appointments, promotions, and tenure the university's Policy II-1 (A), "University of Maryland Policy on Appointments, Promotions, and Tenure" is the final arbiter and guide concerning the conduct of the business of the Department of History's APT Committee.

E. Standing Nominating Committee

1. Organization:
  - a. The Standing Nominating Committee shall be composed of three members: a professor, an associate Professor, and an assistant professor (none of whom can be a current member of the Salary Committee).
  - b. The three members shall be elected by their respective ranks. The three faculty who come out second in the election by ranks shall be named alternate members, and may be asked to serve in a particular case if the elected member for their rank recuses him/herself because of a conflict of interest.

- c. The professor and associate professor will be elected to staggered two-year terms; the assistant professor will be elected to a one-year (renewable once) term.

2. Function

The committee shall meet at least twice a year: once in the fall semester, to nominate faculty for college, university, and system-wide awards, and once in the spring semester to advise the Chair concerning potential promotions of current faculty in the forthcoming year.

- F. APT Planning Committee

1. Organization

- a. The APT Planning Committee shall consist of five members appointed by the Chair of the Department. The Chair shall make every effort to compose the Committee to represent the diversity of the Department.
- b. The Chair of the Committee shall be appointed by the Chair of the Department.

2. Functions

The Chair of the Department will convene this committee to discuss hiring priorities for permanent faculty for the upcoming academic year, or when the Chair wishes to undertake long-term strategic planning for the Department. All recommendations of the committee must go to the Departmental APT for discussion and approval.

- G. Grievance Committee

The elected members of the Executive Committee shall constitute the Grievance Committee for the History Department. Departmental issues that cannot be resolved through normal channels may be brought before the Grievance Committee. With the senior full professor acting as Chair, the Grievance Committee shall investigate the issues in question and make a recommendation to the Chair of the Department concerning their resolution.

- H. Search and Review Committee

The Chair will recommend to the Dean of the College of Arts and Humanities that the elected members of the Executive Committee represent the Department on the Dean's committees to search for a new Chair, to review the Department as needed, and to review the performance of the Chair if he/she decides to seek a second term. The Search Committee will make a recommendation to the Dean after consulting with the Departmental Assembly.

- I. Salary Committee

1. Organization:

The Salary Committee shall consist of five members, of whom two shall be full professors, two associate professors, and one assistant professor, elected for two year, staggered terms by faculty in the respective ranks. Members of the committee may not serve consecutive terms.

2. Functions:

The Salary Committee shall consider and make recommendations to the Chair of the Department concerning merit pay increases, the overall salary structure within the Department, and all matters pertaining to salary, rewards, and emoluments. Such recommendations should be in accordance with the policies and guidelines established by the Duffy Report (March 26, 1982), and its amendments.

J. Post-Tenure Review

1. Organization:

The Post-Tenure Review Committee shall consist of the tenured members of the Salary Committee.

2. Procedure:

The review shall be conducted in conformity with the University's policy on periodic evaluation of faculty performance.

- a. The review committee shall collect the following material: a personal statement from the faculty member; factual information in Faculty Activity Reports (FAR), a current CV; teaching evaluations; and materials from all periodic reviews since the last comprehensive review.
- b. The personal statement shall be prepared as a separate document that describes current scholarship, teaching, and service and plans for future development. This may draw on recent proposals for grants & fellowships. Inclusion of published reviews of the person's books will be optional.
- c. The Review Committee, after studying this material, shall recommend to the chair whether the faculty member's performance has been i. outstanding, ii. satisfactory, or iii. unsatisfactory. Outstanding performance must be bolstered by some evidence of excellence, including the initiation of promotion, nominations for internal and external awards, significant publications, or other forms of professional distinction.
- d. The Review Committee shall send a report to the Department Chair that shall consist of the items listed in (a) and the recommendation of the Committee (outstanding, satisfactory or unsatisfactory). The Chair will convey this report to the faculty member and if the recommendation is unsatisfactory, the faculty member will be entitled to submit a written response to the report within 15 working days.
- e. The Department Chair will meet with the professor to discuss the final evaluation in accordance with UMCP Policy II-1.20(A). In cases of unsatisfactory evaluation, the Chair and faculty member will work out a development plan with timetable for enhancing satisfactory work and a procedure for evaluation of progress at fixed intervals.
- f. Those persons who have been at their current rank longest shall be reviewed first. Twenty percent of the tenured faculty will be reviewed each year. Professors who have signed letters of intention to resign or retire within the next two years do not need to be reviewed. Professors who are on leave during the scheduled year of review may request a single one-year postponement. Review for promotion in rank or for administrative service may substitute for the post-tenure review.
- g. The professor being reviewed may request that one member of the Review Committee be replaced for any reason. In this case the Department Chair shall appoint a replacement member.

K. Waiver of Committee Composition Requirements for Assistant Professors

When the cohort of assistant professors falls to five or fewer, the Chair may, upon the advice of the Executive Committee, temporarily waive the requirement that one or two assistant professors serve on appointed standing committees. The Chair must renew waivers on a semester-by-semester basis.

VI. Departmental Assembly

A. The voting members of the Departmental Assembly shall consist of all members of the History Department tenured and tenure-track Faculty; two representatives elected by the History Graduate Students Association; two representatives elected by the History

Undergraduate Association; one elected representative of the Departmental clerical staff; one elected representative of the editorial projects staffs; and one elected representative of the lecturers and visiting faculty.

B. A majority of the Departmental Assembly shall constitute a quorum. Full-time faculty members on leave have the right to attend meetings and vote but are not counted in the total membership of the Assembly as computed to establish a quorum. The number of members needed to constitute a quorum shall be stated in the call for each meeting.

C. Meetings of the Departmental Assembly shall be called by the Department Chair or by petition signed by twenty per cent of the members of the Departmental Assembly. The Departmental Assembly shall meet at least twice each semester. Copies of proposals to be considered at meetings of the Departmental Assembly shall be distributed to all members of the Assembly at least one week prior to the meeting.

D. Other history students and non-academic members of the Departmental staff may, without voice or vote, attend Assembly meetings except when the Chair deems it necessary to hold a closed session, in which cases he or she shall give reasons for so acting.

E. Any member of the Assembly may make motions from the floor of clear pertinence to the established agenda, and originate proposals for Assembly consideration if they are circulated in written form to Department members a week prior to the meeting.

F. Either Student Association may request a reconsideration of any decision, which request shall be then placed at the head of the agenda of the next Departmental Assembly meeting.

G. The Assembly may by resolution advise the Chair or the University administration through the Chair on any matter of concern to the University.

H. The Assembly may direct the appropriate standing committees to deal with matters of concern to it, and may propose the appointment of special committees to deal with particular problems.

I. The Departmental Assembly shall be the voice of the Department on all matters of general policy. As such, all proposals of substantive importance in regard to programs and policies of the Department suggested by the Graduate, Undergraduate and Executive Committees shall be submitted to it. Decisions of the Assembly shall be by majority vote and recorded. They become, upon approval of the Department Chair a part of accepted Departmental policy.

#### VII. Departmental Graduate Student Association

A. The History Graduate Students Association shall include all full and part-time graduate students in good standing who are actively pursuing an advanced degree in History at the University of Maryland, College Park Campus.

B. The organization and functions of the Graduate Association shall be determined by its members in accordance with a broadly representative method of election and voting and the Departmental Plan of Organization.

#### VIII. Departmental Undergraduate Student Association

A. The History Undergraduate Association shall include all full and part-time undergraduate students in good standing who are actively pursuing a baccalaureate degree in History at the University of Maryland, College Park Campus, under the auspices of the College of Arts and Humanities.

B. The organization and functions of the History Undergraduate Association shall be determined by its members in accordance with a broadly representative method of election and voting and the Departmental Plan of Organization.

## IX. Nathan and Jeanette Miller Center for Historical Studies

### A. Mission

The mission of the Center for Historical Studies at the University of Maryland is to create a flourishing environment for the study of history in the Department, the College, and the University that will benefit faculty, graduate students, undergraduates, and staff within the university and public school history teachers in the state. Beyond satisfying the needs of these groups, the Center also hopes to enhance the regional and national reputation of the Department and the University and to raise the general public's interest in and knowledge about historical matters.

The Center seeks to achieve its mission by sponsoring a variety of seminars, conferences, workshops, lectures, fellowships, and prizes. The Center should attempt to involve the entire Departmental community in its activities and, to that end, should regularly solicit recommendations from faculty members and graduate students on appropriate seminar themes, workshops, speakers, and ideas for new activities. At the first Departmental Assembly of each year, the Center will circulate a report on its previous year's activities and ask for feedback from the faculty.

### B. Governing Structure

#### 1. Director

A Director of the Center will be responsible for programming, fundraising, and day-to-day administration of the Center. The Chair will appoint the Director for a term of three years, renewable at the Chair's discretion for a second three-year term. In order to facilitate communication between the Center and the Department, the Director will attend Executive Committee meetings as appropriate and as a nonvoting member. There is an expectation that the Director will have administrative support in the management of the Center.

#### 2. Board

A Board will assist the Director in running the Center. In addition to the Director and the Department Chair, the Board shall consist of no fewer than five members and no more than seven faculty members and one graduate student representative. The Chair, in consultation with the Director, will appoint faculty board members; the term of appointment will be three years. Every effort will be made to appoint members from all ranks of the Department and from different fields of specialization. The graduate student representative shall be nominated by the History Graduate Student Association and then appointed by the chair. The graduate student representative shall serve a term of one year.

Board members are expected to attend all meetings of the Board and to attend all events sponsored and run by the Center. Board members are not required to attend events funded but not run by the Center (such as conferences put together by individual faculty members).

The Board will make the final decisions about the Center's programs, including such matters as the choice of seminar themes, [postdoctoral fellows—omit], lecturers, scholarly visitors, and prizewinners and the funding of conferences and other Center-sponsored activities. The Board will convene monthly.

A Board member who goes on leave during his/her term and elects not to continue serving on the Board may be replaced by another appointee chosen by the Department Chair in consultation with the Director. Each replacement Board member will assume a full three-year term.

X. Amendments

Amendments to this plan of organization shall be presented in writing to the Executive Committee. The Executive Committee shall then submit them with its recommendation to the Departmental Assembly. A three-fifths majority vote in the Assembly shall be required for adoption.

XI. Ratification

This plan shall go into effect when approved by two-thirds vote of all full-time faculty members of the History Department present in a meeting called specifically for the purpose of considering ratification.

XII. Voting by Absentee Ballot

Any time members of the Department cannot attend a meeting and wish to have their votes recorded, they must leave written or electronic Absentee Ballots with the Associate Chair before the meeting. These Absentee Ballots may be in a sealed envelope, if the members wish.