

THE GOVERNING STRUCTURE OF THE DEPARTMENT OF HISTORY FACULTY OF LIBERAL ARTS AND PROFESSIONAL STUDIES

[Incorporating the Report of Committee on Committees – 3 February 1969 and amended 21 April 1971. Revised and accepted in a meeting of October 7, 1982. Suggestions from Professor Madelyn Dick of Atkinson in January 2009 & Executive Committee, March 2009.]

I. General Structure of the Department

The Department of History is both an administrative subdivision of the Faculty of Liberal Arts and Professional Studies of York University and a community of faculty and students. All faculty with either full or joint appointments and retirees when they are teaching in the Department are members of it, as are all contract instructors, and students enrolled in degree programmes of the Department. Participation of student members in the governance of the Department is a right activated through the formation of an Undergraduate History Students' Association and the Graduate History Student Association. Any failure of contract instructors and students to exercise this right shall not impede the functioning of the Department or affect the legality of its actions.

- A. The governing body of the Department is the **Departmental Council**, comprising all full-time faculty members, retirees and contract faculty currently serving as course directors in the department, plus two elected representatives of the Undergraduate History Students' Association (UHSA) and two from the Graduate History Student Association (GHSA). The Council retains all its authority even if student seats are unfilled. The Chair of Council is put forward by the Nominating Committee and subsequently approved by Council.

- B. The **Working Committees** are organized on the presumption that service by faculty members is a professional obligation and service by students a right to be exercised when student interest warrants. Departmental Committees include those responsible to Council and reporting to it, those responsible to university bodies elsewhere, and such *ad hoc* committees as may be established from time to time.
 - 1. **Committees responsible to Council** include the Executive Committee, the Curriculum Committee, the Awards Committee and the Nominations Committee. Each such committee has a designated faculty membership. The Executive and Curriculum Committees also have student representation. With the exception of the Executive Committee, faculty members are nominated by the Nominations Committee and approved by the Departmental Council. In the case of the Executive Committee, members are chosen by the Departmental Chair. Student members

are selected by the GHSA and the HSA. When the GHSA and HSA leaves seats unfilled, each committee retains all its authority. Except for the Executive committee, each standing committee elects its own Chair.

2. **Committees reporting elsewhere** include the Tenure and Promotion File Preparation Committees, the Tenure and Promotion Adjudication Committee, and the Review Ethics Board. The membership of the File Preparation Committee and the Adjudication Committee is set out in the Department's Tenure and Promotion procedures, which are overseen by the Senate Committee on Tenure and Promotion. The File Preparation Committee (there may be several) is chosen by the Chair in consultation with the candidate. The Adjudication Committee and the Review Ethics Board is in the hands of the Nominating Committee and its membership is approved by Council.
3. **Ad hoc committees** are established by Council to carry out particular short-term tasks within Council's terms of reference. Membership is established as for standing committees. This includes the search committees established for the selection of a new Chair of the Department and for the appointment of new faculty members.

C. **Officers of the Department** include the Chair of the Department and the Director of Undergraduate Studies

1. **The Chair of the Department** is normally a member of the Department. The Chair is recommended by an Ad hoc committee and appointed by the Dean of the Faculty of Liberal Arts and Professional Studies. He/she is responsible to the Dean for the budget and other matters and is answerable to the Department as its Executive Officer responsible for the daily conduct of department business and for the general supervision of its welfare. The Chair is responsible for the appointment of various faculty members responsible for recruitment and schools liaison, computing needs, the research seminar, TA liaison, student receptions, and the Affirmative Action consultant. The Chair appoints and chairs the Executive Committee and may sit as an *ex officio* (non-voting) member of all other standing and regular committees. The Chair is also an *ex officio* member of the executive of the Graduate History Programme. The responsibility of the Chair is dual in nature. In one capacity

the Chair acts as the Department's normal channel of external communications with the University administration through the Dean of the Faculty of Liberal Arts and Professional Studies. As chair of the Executive Committee the Chair is also responsible to the Department through the Departmental Council. This in no way restricts the Chair in responding to immediate needs arising from the daily business of the Department, nor does it limit the Chair's role in representing the Department in relations with other parts of the university or with persons or groups outside the university community. Decisions taken by the Chair in consultation with the Executive Committee are understood to represent the interests of the Department as a whole. The Department endorses the principle of having a Chair with a definite period of appointment and the possibility of renewal.

2. The **Director of Undergraduate Programmes** is a member of the Department's faculty appointed by the Chair and is responsible to the Chair for organizing and supervising undergraduate instruction. The Director of Undergraduate Studies sits as a voting *ex-officio* member of the Executive Committee and the Curriculum Committee.

II. Specifications regarding the Departmental Council and Committees.

A. Departmental Council

1. Membership:
 - a. All full-time faculty, including those on leave or sabbaticals.
 - b. All course directors teaching in the Department, including retirees, contract faculty and graduate students.
 - c. Two representatives of the GHSA.
 - d. Two representatives of the UHSA.
2. Quorum for the Council shall be twelve.
3. If the Chair of the Departmental Council cannot be present at or cannot call a meeting, the meeting may be called by the Chair of the Department.
4. There shall be at least one council meeting per term, summer excepted.

5. Emergency meetings
 - a. Any member of the Council may petition the Chair of the Departmental Council for an Emergency Meeting provided that he or she has the support in writing of ten (10) members.
 - b. Under these circumstances the Chair will call the Council into session no fewer than three days (not including Saturday, Sunday or holidays) after receiving the petition and within one week.
 - c. The petitioner must present the Chair upon the delivery of his/her petition with the motion that he or she wishes to introduce, which in turn will be circulated to members of the Council with notice of meeting.

6. Decisions of Council shall be by majority vote of the members present and voting, except that any motion altering degree programme requirements in History must be approved by the affirmative vote of at least 2/3rds of the faculty present and voting.

B Principal Committees reporting to Council

1. Executive Committee

- a. Membership

The Chair of the Department who shall chair the Committee
 The Director of Undergraduate Programmes
 The Director of Graduate Programmes
 Four faculty members
 Two students, one from the GHSA, one from the UHSA.
 A quorum shall be a majority of full-time faculty members.

- b. Responsibilities

To assist the Chair of the Department in the formulation and implementation of departmental policy: This shall include but not be limited to overseeing and conducting relations and communications within the Department, with the graduate programme and with other parts of the University, and setting general guidelines for the appointment of staff.
 Along with other members of the Executive Committee, to make recommendations to the Dean regarding the appointment of new faculty. Such recommendations emanate, in the first instance, from the Search committee responsible for that task.

To review the structure of the Department periodically and recommend changes when necessary.
To conduct long range planning.

2. Curriculum Committee

a. Membership

Five faculty members, including the DUP
Two students, one from the UHSA, the other from the GHSA .

A quorum shall be the majority of full-time faculty members.

b. Responsibilities

To review the undergraduate history programme and modes of instruction, including proposals for new courses.

To recommend the appointment of new faculty based on curricular needs and objectives, in consultation with the Graduate Programme in History.

To coordinate curricular and programme relations with other units.

3. Faculty Nominating Committee

a. Membership

Two full-time faculty members

b. Responsibilities

To nominate faculty members to serve on Departmental committees and in such other Departmental positions as Council may determine.

To establish appropriate regulations regarding the time of election and length of term.

C. Committees reporting to academic bodies elsewhere.

1. Tenure and Promotion File Preparation Committee.

a. Membership

Three faculty members, two from the Department, and one named by the candidate, ordinarily, but not necessarily, from his/her home unit.

b. Responsibility

To assemble a complete file which fairly and accurately reflects the candidate's academic career. The file must include a complete report of the Committee's procedures. Its task is to complete evidence not render judgment.

2 Tenure and Promotion Adjudicating Committee

a Membership

Five members, of which, where possible, one should be a full professor, one an associate and one an untenured professor. Where possible, there should be at least one female faculty member on the committee, at least one male faculty member, and at least one who has scholarly expertise in the areas of the candidates' research.

b. Responsibilities

To evaluate the evidence in the file and recommend whether or not the tenure and/or promotion criteria of the unit have been met according to established procedures.. The report must provide a complete accounting of the Committee's deliberations.

3. Research Ethics Board.

a. Membership

Two faculty members.

b. Responsibilities.

To review all non-funded, minimal risk research involving human participants, including undergraduate research, as specified by The Human Participants Review Committee (HRPC), a sub-committee of the York Senate Committee on Research (SCOR).

III Amendments

Substantive amendments of the governing structure of the Department must be presented in writing to the Council for discussion at least one regular meeting before being enacted. Provided a quorum has been met, amendments are passed by a majority vote of the members present at the second regular meeting for which they appear on the agenda.

Dated: May 7, 2009