

***BYLAWS OF THE***  
***FEDERATED HISTORY DEPARTMENT***  
**RUTGERS UNIVERSITY-NEWARK &**  
**NEW JERSEY INSTITUTE OF TECHNOLOGY**

**Approved by the Federated Department History on 1 March 2017**

**Approved by the NJIT Provost on \_\_March 7, 2017\_\_**

**1. PREAMBLE**

The Rutgers-Newark/NJIT Federated Department of History, referred to herein as “the Department,” consists of the Rutgers-Newark History Faculty and the NJIT History Faculty, each of which continues to maintain a separate and autonomous existence in regard to all matters that do not involve the Department as a whole. The purpose of the federated department is to promote more fully inter-institutional collaboration in teaching, research, and program development.

**2. MEMBERSHIP**

The voting membership consists of all Rutgers-Newark and NJIT history faculty holding full-time appointments in their respective institutions, including faculty who are on leave. Faculty holding a joint appointment in another department are also voting members, provided that the Federated History Department is designated as the department of their primary affiliation. The voting membership of the Federated Department also consists of all full-time instructional staff (e.g., Lecturers at NJIT and Professors of Professional Practice and Professors of Teaching at Rutgers-Newark). These members may vote in Department elections and serve as voting members of duly constituted departmental committees where not prohibited by the NJIT Faculty Handbook, FASN Bylaws, or other NJIT or Rutgers-Newark university policy. They may vote on matters of general policy, curriculum, and course development as determined by the faculty of the Department. Excluded from the voting membership are Visiting Professors and Department faculty who hold administrative positions at the level of Dean or above.

### **3. DEPARTMENT ADMINISTRATION**

#### **3.1 Structure of the Administration**

**3.1.1** Each History Faculty shall maintain a Chairperson. The Rutgers-Newark Chairperson reports to the Dean of the Faculty of Arts and Sciences-Newark (FASN) at Rutgers-Newark, and the NJIT Chairperson reports to the Dean of the College of Science and Liberal Arts (CSLA) at NJIT.

**3.1.2.** Each Chairperson is the chief administrative officer of his or her History Faculty, with all the duties and responsibilities of department chairpersons at their respective institutions.

#### **3.2 Selection and Term of the Rutgers-Newark History Chairperson**

**3.2.1** The Rutgers-Newark Chairperson shall be nominated by the Rutgers-Newark History Faculty and appointed by the Dean of FASN in accordance with the procedures for chair selection set down in the FASN Bylaws.

**3.2.2** The term of office of the Rutgers-Newark Chairperson shall be three years, beginning on 1 July of the year of appointment. No individual may serve as Rutgers-Newark Chairperson for more than six successive years, unless two-thirds of the eligible voting members of the Rutgers-Newark History Faculty vote to waive this rule.

#### **3.3 Selection and Term of the NJIT History Chairperson**

**3.3.1** The NJIT Chairperson shall be nominated by the NJIT History Faculty and appointed by the Dean of CSLA in accordance with the procedures for chair selection set down in the NJIT Faculty Handbook.

**3.3.2** The term of office of the NJIT Chairperson shall be three years, subject to annual review and reappointment by the administration, beginning on 1 July of the year of appointment. Rules governing election and reelection procedures shall follow the NJIT Faculty Handbook.

#### **3.4 Graduate History Directors**

**3.4.1** The Department shall maintain a Rutgers-Newark Graduate History Director and an NJIT Graduate History Director.

**3.4.2** The Rutgers-Newark Graduate History Director shall have administrative responsibility for the graduate history program at Rutgers-Newark, including advising, recruiting, determining admission and financial aid, and scheduling courses. He or she shall also have responsibility for all other graduate-related activities involving the Rutgers History Faculty and Rutgers graduate history students.

**3.4.3** The NJIT Graduate History Director shall have administrative responsibility for the M.A. concentration in the History of Technology, Environment and Medicine (HisTEM), including advising, recruiting, determining admission and financial aid, and scheduling courses. He or she shall also have responsibility for all other graduate-related activities involving the NJIT History Faculty and NJIT graduate history students.

**3.4.4** The Rutgers-Newark Graduate History Director shall be a member of the Rutgers-Newark History Faculty, and shall be appointed by, and report to, the Rutgers-Newark History Chairperson.

**3.4.5** The NJIT Graduate History Director shall be a member of the NJIT History Faculty, and shall be appointed by, and report to, the NJIT History Chairperson.

### **3.5 Other Administrative Positions**

The Chairpersons may create new administrative positions within the Department or within their respective Faculties, as necessitated by changing Department or Faculty needs and goals, and subject to the approval of the voting members of the Department or Faculty, and Dean, as appropriate.

### **3.6 Hiring of New Faculty**

**3.6.1** When a new faculty member is to be hired, responsibility for appointing the search committee, supervising all aspects of the search, and making the final recommendation for appointment rests with the Chairperson from the institution where the appointment will reside, following standard procedures for faculty searches at his or her university.

**3.6.2** All such positions will be searched under the auspices of the Department, using wording such as: “The Rutgers-Newark/NJIT Federated History Department seeks a historian of \_\_\_\_\_, based at Rutgers-Newark. [or based at NJIT].”

**3.6.3** Faculty Search Committees for Rutgers-Newark history positions will normally include one member of the NJIT History Faculty, and vice versa.

**3.6.4** All members of the Department will be invited to presentations by job candidates and will be invited to participate in the selection process. However, only members of the Rutgers-Newark History Faculty will vote on the selection of new faculty whose appointments will be based at Rutgers-Newark, and only members of the NJIT History Faculty will vote on the selection of new faculty whose appointments will be based at NJIT.

**3.6.5** Searches for new faculty based at NJIT shall follow the procedures in the NJIT Faculty Handbook.

### **3.7 Departmental Review of Federation**

**3.7.1** The Department shall review the issue of federation every three years.

**3.7.2** If, during such a review, either a majority of the FASN or NJIT history faculty, or a two-thirds majority of the full membership of the Federated Department, vote in favor of dissolution, this shall constitute grounds for dissolution of the Federated Department, in accordance with Section V.4.b. of the FASN Bylaws and Section 3.4.3.2 of the NJIT Faculty Handbook.

## **4. MEETINGS OF THE DEPARTMENT AND THE FACULTIES**

### **4.1 Frequency of Meetings**

The Department shall hold at least one joint meeting each semester, called by the Chairpersons. Special meetings may also be called by the Chairpersons, or by written request to either of the Chairpersons by at least twenty-five percent of the voting members of the Department.

### **4.2 Quorum**

The quorum for such meetings is a majority of the voting members in the Department, exclusive of members on leave.

### **4.3 Rules of Order**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall be followed at all meetings of the Department and its Faculties.

### **4.4 Voting Procedures**

At the request of any voting member, a vote shall be taken by secret ballot during the meetings. Voting on a motion by mail or electronic ballot can be authorized by a majority vote at a Department meeting, as long as the NJIT Faculty Handbook, FASN Bylaws, or other NJIT or R-N university policy do not specify a different voting method.

### **4.5 Meetings of the Rutgers-Newark and NJIT History Faculties**

The Rutgers-Newark History Faculty and the NJIT History Faculty may each hold separate meetings at their discretion.

## **5. COMMITTEES OF THE DEPARTMENT AND THE FACULTIES**

### **5.1 Standing Committees**

By majority vote of the voting members, the Department or its component Faculties may establish Standing Committees of their choosing, for the purpose of performing Department or Faculty functions on an ongoing basis.

**5.1.1** The membership of Standing Committees shall consist of faculty members who have been appointed by their Chairperson. University Lecturers and Senior University Lecturers at NJIT may also be appointed by the NJIT Chairperson to serve on Standing

Committees on a voluntary basis. Lecturers and other non-tenure-track faculty at Rutgers-Newark may be appointed by the Rutgers Chairperson to serve on Standing Committees on a voluntary basis.

**5.1.2** The normal term of office on Standing Committees shall be three years.

**5.1.3** The membership of Standing Committees shall consist of faculty members who have been appointed by their Chairperson. University Lecturers and Senior University Lecturers at NJIT may also be appointed by the NJIT Chairperson to serve on Standing Committees on a voluntary basis. Lecturers and other non-tenure-track faculty at Rutgers-Newark may be appointed by the Rutgers Chairperson to serve on Standing Committees on a voluntary basis.

**5.1.4** Once formed, each Standing Committee shall elect a committee chairperson, who serves as convener and spokesperson for the committee.

**5.1.5** The chairperson of each Standing Committee shall regularly report to his or her Chairperson on the progress of the committee's work.

**5.1.6** A Standing Committee may be dissolved by majority vote of the voting members of the Department or Faculty that established it.

## **5.2 Ad Hoc Committees**

**5.2.1** Ad Hoc Committees may be formed by the Chairpersons for a specific purpose (such as a Search Committee for a new faculty position) that does not require permanence to complete their charge.

**5.2.2** Ad Hoc Committees shall cease to exist upon the completion of their charge.

**5.2.3** University Lecturers and Senior University Lecturers at NJIT may be appointed by the NJIT Chairperson to serve on Ad Hoc Committees on a voluntary basis. Lecturers and other non-tenure-track faculty at Rutgers-Newark may be appointed by the Rutgers Chairperson to serve on Ad Hoc Committees on a voluntary basis.

## **5.3 Personnel/Promotion and Tenure Committees**

### **5.3.1 The History Department Personnel Committee at Rutgers-Newark**

The Department Personnel Committee to consider Rutgers-Newark candidates for promotion and tenure shall operate according to the following procedures:

**5.3.1.1** The responsibility for chairing the Department Personnel Committee and for preparing and administering appointment, reappointment, and promotion packages will be in the hands of the Rutgers-Newark History Chairperson.

**5.3.1.2** Tenured FASN history faculty at or above the rank for which appointment, reappointment, tenure, or promotion is being considered will evaluate the candidate and vote, after full and adequate discussion.

**5.3.1.3** Tenured members of NJIT at appropriate rank will participate in the evaluation process, but their evaluation will be recorded in the form of a memorandum which will accompany the personnel packet.

**5.3.1.4** The Rutgers-Newark Chairperson will forward the full evaluation to the Dean of FASN.

**5.3.1.5** The narrative accompanying each departmental promotion packet shall be made available to all voting members of the Department Personnel Committee. A minority report may be submitted. In the case of new appointments, reappointments, and promotions, all Department members shall have the right to express their views to the Personnel Committee.

### **5.3.2 The History Department Promotion and Tenure Committee at NJIT**

The Department Promotion and Tenure Committee to consider NJIT candidates for promotion and tenure shall operate according to the following procedures:

**5.3.2.1** The responsibility for chairing the Department Promotion and Tenure Committee and for preparing and administering appointment, reappointment, and promotion packages will be in the hands of the NJIT History Chairperson.

**5.3.2.2** Tenured NJIT history faculty at or above the rank for which appointment, reappointment, tenure, or promotion is being considered will evaluate the candidate and vote, after full and adequate discussion.

**5.3.2.3** Tenured members of FASN at appropriate rank will participate in the evaluation process, but their evaluation will be recorded in the form of a memorandum which will accompany the promotion and tenure packet.

**5.3.2.4** The NJIT History Chairperson will forward the full evaluation to the Dean of CSLA at NJIT.

**5.3.2.5** The narrative accompanying each departmental promotion packet shall be made available to all voting members of the Department Promotion and Tenure Committee. A minority report may be submitted, according to the procedure for minority reports in NJIT departments that appears in the Faculty Handbook. In the case of new appointments, reappointments, and promotions, all Department members shall have the right to express their views to the Promotion and Tenure Committee.

## **6. PROCEDURE FOR NOMINATING EMERITI FACULTY AT NJIT**

The NJIT History Chairperson shall convene the NJIT History Promotion and Tenure Committee for the purpose of determining whether to nominate a retiring faculty member

for Emeriti status, based on the criterion of service to the university “with distinction.” This vote shall normally occur during the semester in which the faculty member is retiring, and no later than the semester following retirement. If the vote is positive, the Chairperson shall immediately send the recommendation to the Dean of CSLA.

## **7. APPROVAL AND AMENDMENT OF DEPARTMENT BYLAWS**

**7.1** Approval of these bylaws shall be by a two-thirds majority of the votes cast at a duly constituted Federated Department meeting.

**7.2** Any proposed amendment to these bylaws must be circulated in writing to the voting members of the Department at least ten working days before the first Department meeting at which the amendment is to be considered.