

## HISTORY DEPARTMENT

Members of the Department should respect the inherent complexities of the Chair's role, which requires representing the Administration's directives and initiatives to the Department as well as representing the interests of the Department and the discipline within the University; and should attempt to cooperate with the Chair, in accordance with the interests of the Department, the University, and the discipline of history.

### II. Shared Responsibilities of Chair and Department

#### Appointment of Committees

Except for the Promotion Committee, which is elected as specified in the Agreement, committees are appointed by the Chair. Normal practice is for the Chair to consult faculty to determine what committees they are interested in. Standing committees and their charges are identified in the accompanying list. The appointment of an ad-hoc committee may be requested by any member of the Department; if the Chair does not choose to appoint an ad-hoc committee, the matter may be taken up in a Department meeting. Committee decisions that affect the whole Department are reported to the Department as a whole (e.g., Awards); some committees present their decisions to the Department for discussion and ratification (e.g., Curriculum). If a member of the Department objects to the composition or action of any committee, the matter may be referred to a Department meeting.

The following are the standing advisory committees to the Department Chair and their charges.

A. Textbook Committee (American)

To be responsible for selecting a textbook for use in all sections of History 2605, 2606.

Reports to persons teaching US survey.

B. Textbook Committee (World)

To be responsible for selecting a textbook for use in all sections of History 1511, 1512.

Reports to persons teaching World surveys.

C. Events Committee

To make arrangements for all historical meetings coming to the University and sponsored by the Department of History. Includes arrangements for History Day. Reports to Department.

D. Graduate Committee

To develop policies, regulations and procedures for the operation of the Graduate Program within the Department of History. Also decides admission to Graduate Program and awards assistantships. Reports to Department; presents policies to Department for ratification.

E. History Awards

To review the credentials and select the individuals to receive the undergraduate and graduate awards. Reports to Department.

F. Curriculum Committee

To review, approve, and coordinate programs and courses of the Department, and to initiate curriculum studies.

Presents policies to the Department for ratification.

G. Alumni Committee

To collect and publish material in the History Department Newsletter.

H. History Club Committee

To assist the History Club of Youngstown State University. This committee also serves as an advising board for the club with one member selected as the faculty advisor for the History Club.

I. Library Committee

To establish policies for administering the Library budget allocated to the Department.

Presents policies to Department for ratification.

J. Historic Preservation and Oral History Committee

Responsible for broad guidelines and policy and making regular reviews of the Oral History Program and of the Historic Preservation program. This committee also serves as advisor in students for Historic Preservation Club.

Presents policies to Department for ratification.

### III. Department Policies

Some of the matters listed by the Agreement as shared responsibilities of Chair and Department has been established by policy statements passed in Department

meetings. Such policy statements are subject to modification by resolution in any Department meeting.

A. Rotational System for Summer Teaching

Any Department member who wants a summer class should get one; nobody gets two classes unless everyone who wants a class has one; if there are not enough classes to go round, whoever most recently had two classes goes to the rear of the line.

Faculty members planning to retire get a one time, and one time only, choice for an optimal course at an optimal time, but they have no replacement or bumping rights.

A Department member who has a class canceled for lack of enrollment the previous summer shall have second priority after those planning to retire for time and selection of a summer course.

B. Departmental Travel Funds Expenditure Policy

Order of priority for distribution of funds:

Persons attending meetings to interview candidates on behalf of the Department are reimbursed @ 100%.

Persons presenting papers, commenting, or chairing sessions are funded @ 100%.

Persons attending conferences, but not appearing on the program, are funded @ 50%.

If funds are not sufficient to cover all requests, persons who have not recently drawn on Departmental travel funds should receive preference.

C. Instructional Policy: Distance Learning

Use of D.L. in classroom to augment classroom teaching is to be encouraged—but not its use as a replacement for instructors. We support university expenditure for the development of such programs.

We favor offering public T.V. for credit if appropriate University guidelines are established. We support the concept of locally produced quality programs providing that proper guidelines are established.

As to syndicated T.V. programs, we would insist on the Department's previewing and evaluating each proposed series before a decision is made.

D. Instructional Policy: Reading Assignments in Classes

The Department requires that all faculty (full and limited service) use as required reading textbooks that have been that have been agreed to by Departmental committees. We strongly recommend that some supplementary reading be required in all survey-level courses. Examples of such assignments include monographs, historical novels, readers, collections of documents and/or articles and library exercises. Supplementary reading should total at least 300 pages.

E. Instructional Policy: Writing

The Department considers facility with the English language a prime objective of university education. Toward that end, we require the use of some essay questions on examinations. Moreover, we require the use of supplemental writing and /or research exercises, e.g., term papers, book reviews, critical essays.

F. Instructional Policy: Teaching of Upper-Division Courses by Limited-Service Instructors

The Department as a whole shall make a judgment on the employment of limited-service faculty on a case-by-case basis.

G. Collegiality: Contribution to Department Funds

Individual members of the Department should contribute towards the required sum of money necessary to award the three traditional departmental awards each year.

H. Instructional Policy: Uniformity of Textbooks in Multli-Section Survey Courses

All faculty (full and limited service) should use as required reading textbooks that have been agreed to by Departmental committees.

Textbooks selected by textbook committees remain in use for three years, so as to minimize financial hardships on students, unless new deliberations are called for as a result of dissatisfaction with the text or the arrival of promising new texts on the market. Each textbook committee shall solicit opinions from faculty teaching the affected survey course.

I. Instructional Policy: Graduate Courses Taught by More Than One Instructor--  
Commonality of Standards

Faculty who teach core courses should attempt a common syllabus and exchange ideas. Where requirements differ, faculty are to make these requirements clear to students.

J. Library Allocations

Only full-time teaching faculty may purchase books.

The Library Committee will not carry over any debt from one year's budget to the next year. When the money allocated in a given year is used, book ordering stops.

From each year's total allocation, the Library Committee will set aside a sum to be used for special, large purchases.

The Library Committee will set aside funds from each year's budget to pay for generic periodicals of interest to the entire department.

Remaining funds are equally divided among all full-service faculty. Payment for non-generic periodicals comes from the individual allocations in appropriate fields.

K. Recruitment and Hiring of New Faculty

A search committee will be composed of five members (the Chair plus four members appointed by the Chair), of whom a majority shall come from American, European, or Third World field, depending on the position being filled. Composition of the Search Committee is announced at the time of its appointment.

The Search Committee will conduct a standardized interview of each candidate, and also arrange for the candidate to teach a class.

The Search Committee shall present a recommendation to the Department for final approval.

L. Awards—Submission of Papers

Only the assigning instructor may submit papers for the awards.

## DEPARTMENT WORKLOAD POLICY – DRAFT 9/5/2000

The key documents providing guidance in the development of a history department workload policy are the University Mission and Goals Statement, the OEA-YSU contract and the Ohio Board of Regents Faculty Workload Advisory Committee Report. Since all three documents tie together teaching, research/scholarship and university service as vital components of faculty workload, the history department has recognized in its departmental mission and goal statements the necessity of interweaving all three components. The combination of time spent teaching (TH), researching (RH) and providing service (SH) constitutes the faculty work load (WH). To determine which specific tasks fit under which category, refer to documents on promotion criteria from the YSU-OSE, the Dean's Advisory Committee of the College of Arts and Sciences and the History Department. It is the responsibility of each faculty member to consult with the chair on assignments in each area for the academic year and to provide a list of goals reflective of individual, departmental and university missions.

### TEACHING

Traditionally, YSU has emphasized teaching as the largest component of faculty workload. The Regents Subcommittee Report continues in that tradition with its recommendation that programs with a bachelors and masters degree, such as history, should make teaching 60-70% of their workload. Given the fact that history faculty work traditionally approximate 50 hours per week on professional tasks, then, department members should average 30-35 hours per week on teaching (TH) with the remaining time spend on research/scholarship (RH) and university service (SH). Teaching should be interpreted broadly to include all time spent by faculty both inside and outside the classroom on the education of students.

The use of an average will mean that some faculty will teach more than the 22-24 semester hours and some less. For most faculty the assignment of four courses per semester to be the norm. The assignment of each faculty member, however, may vary depending upon the following grants of released time:

- 1) service as Graduate Director (2 courses)
- 2) selection as a research professor (2 courses)
- 3) service as Historic Preservation Director (2 courses)
- 4) service as Chair of the department (4 courses)
- 5) selection for a sabbatical (8 courses)
- 6) selection for a faculty improvement leave (2 courses)
- 7) award of reassign time per the OEA-YSU contract for professional development and research within the College of Arts and Sciences (up to 3 semester hours)
- 8) each faculty member may apply to Dean of A & S for reassigned time.
- 9) grants of released time by an elected departmental committee composed of four faculty and the chair.
- 10) Receipt of a grant from an outside source.
- 11) Grad class = 1 1/3 *4 sem hr.*
  - Thesis *1 sem. hr.*
  - Ind. St. *.2 sem. hr.*

## **RESEARCH/SCHOLARSHIP**

The history department has an active commitment to the pursuit of research and scholarship as evidenced by numerous publications, papers presented and conferences attended. According to our mission statement, each faculty member will deliver the products of such investigation to the students in classes, to other faculty in various forums, and to the community through speeches, papers, consultation, articles, news reports and radio programs. Time spent on research and scholarship should range anywhere from 10 to 30% of a faculty member's workload.

## **SERVICE**

Each faculty member of the history department provides a variety of services to the department, the university and the surrounding community. Examples of such service include work on committees, Academic Senate, task forces, speeches, newspaper articles, radio and TV commentary or shows, ethnic organizations, History Day, election to political office and production of documentaries to name a few activities. Time spent on service should consist of somewhere between 5 to 25% of a faculty member's workload.