

## Bylaws - Department of Art History

Approved by the faculty by vote of 9-0, 3/2//2016

### I. Mission Statement

The Department of Art History at the University of Delaware is dedicated to excellence in education and research in the history of the visual arts. This document outlines the policies and procedures by which the Art History Department operates to achieve its mission. Department policies, procedures, and operations are subject to and consistent with those of the University and the College of Arts and Science.

### II. Department Organization---Officers

A. The Chair is the chief administrative officer of the department, responsible for administering policies and procedures of the University and the department, and for representing the department within the institution and in the profession at large. This includes initiating development to support academic research and service programs of the department, administering the workload, and providing guidance to faculty with regard to the process of reviews and promotions.

In accordance with University regulations, the Chair is appointed by the President, normally for a five-year term, upon the recommendation of the Dean and the Provost. Subject to the procedures established by the President of the University, the Provost, and the Dean of the College, the department participates in the appointment process by presenting its recommendation for Chair to the search committee. Such recommendation requires a two-thirds majority of those faculty members voting at a duly constituted department meeting, provided that two-thirds majority is equivalent to more than half of the voting membership of the department. The appointment is renewable.

B. The Associate Chair is appointed by the Chair to an annual renewable term and performs those functions assigned by the Chair, including the scheduling of the undergraduate and graduate curriculum, the coordination of Honors and Life sections, and other delegated administrative duties. In the absence of the Chair, the Associate Chair assumes responsibility for the administration of the department.

C. The Graduate Director is appointed by the Chair to a three-year term and is responsible for administering the graduate program, including admissions, fellowships and assistantships, as well as implementation of policies and procedures, and the handling of student complaints and grievances.

D. The Undergraduate Director is appointed by the Chair to a three-year term and is responsible for administering the undergraduate program, including advisement, implementation of policies and procedures, and the handling of student complaints and grievances.

### III. Assigned Department Responsibilities. Committees

Art history faculty members will form committees in order to attend to and carry out various departmental functions. Committees and their membership -usually consisting of three or more faculty members one of whom would serve as chair- are annually appointed ad hoc by the department Chair during a faculty meeting. Among others, committees include a Graduate Admissions Committee.

There are three standing committees: (1) A Visual Resources Committee whose membership includes the Director of the Visual Resources Center; (2) a Committee on Graduate Studies whose duties may include reviewing the graduate curriculum, as well as overseeing graduate course distribution and structure, graduate requirements, and the administration of the language examinations required from all graduate students; and (3) a Committee on Undergraduate Studies that may review the undergraduate curriculum, undergraduate course structure, and undergraduate requirements.

In addition, individual faculty members assume responsibility for various other department functions, and with regard to the department's representation within the university at large, such as University Senator, Arts and Science Senator, Graduate Language Examination Coordinator, Library Liaison, etc.

### IV. Department Meetings

In accordance with the bylaws of the College of Arts and Science, the department holds regular faculty meetings as necessary.

A. Scheduling. Meetings of the department are called by the Chair. Meetings may be called for special purposes by the department Chair or by the chair of any standing committee, or by a call of one-fourth of the voting members of the department upon petition to the department Chair. The Chair will select a secretary to keep minutes of the meetings.

B. Agendas. Each meeting follows an agenda prepared by the department Chair and normally circulated twenty four hours in advance by the Chair. Any full-time member of the department may, prior to a scheduled meeting, request that items be placed on the agenda.

C. Voting privileges. Full time faculty holding primary appointments in the department attend, participate in, and vote at all department meetings. Faculty holding terminal appointments (visiting professors, temporary full-time faculty, etc.) may, if invited, attend and participate in meetings, but they are excused from confidential discussions of personnel matters and do not have voting privileges.

Adjunct or affiliated faculty or faculty holding secondary appointments may, if invited, regularly attend faculty meetings, but do not vote. The department Chair does not vote except in the instance of a tie.

D. Voting procedures. Voting procedures follow Roberts Rules of Order and are as follows: a motion is made, then seconded, discussion follows, the question is called by the Chair, and the Chair calls the vote. A secret ballot may be requested by the Chair, or any voting member present at the meeting.

E. Decisions. Except where otherwise specified, binding decisions require a simple majority of those voting, whether in person, by e-mail, or by paper ballot. Two thirds of the faculty not on sabbatical or on leave must participate in order for a vote to be valid. Through such votes the department makes binding decisions concerning all matters of department policy except those matters reserved to other persons or academic units by virtue of College or University regulations and those matters specifically delegated to other persons or groups by these Policies and Procedures.

## V. Appointments

Appointments of new faculty members could be in any of the following categories: full, associate, and assistant professor on tenure track; untenured associate professor (as per University policies); visiting professor (all ranks); and adjunct faculty or affiliated faculty (all ranks). All potential appointments, including secondary appointments, are discussed in detail at faculty meetings presided by the Chair. Normally for new full-time faculty positions a search committee is appointed. A combination of advertisement, nomination, and soliciting serves as the means to draw potential candidates for the position. The search committee reviews candidates' dossiers, carries on preliminary interviews, and presents its short list of finalists to the entire faculty and the Chair. Selection of a candidate for appointment is made by the entire faculty.

## VI. Guidelines for Promotion and Tenure

The Department of Art History will follow the University guidelines for promotion and tenure, as contained in the Faculty Handbook (4.4). In addition, a special document about Promotion and Tenure has been drafted and approved by the department faculty. The reader is therefore referred to that document.

## VII. Faculty Reviews

The Art History Department will conduct peer reviews of all faculty in accordance with the general guidelines presented in the Faculty Handbook (4.3.6). In addition, these procedures will be followed:

The Chair will organize peer reviews by notifying the faculty member to be reviewed that the process is beginning and by consulting with that faculty member about all issues relevant to the review process. The Chair will subsequently call a meeting of all members of the Department eligible to participate. In the Department of Art History those eligible to participate in peer reviews will be all

Associate Professors and (full) Professors, in accordance with the Faculty Handbook.

After discussing with the eligible Department faculty the process and schedule for the review, and any views expressed by the faculty member to be reviewed, the Chair will leave the meeting. The faculty remaining will choose a committee of three faculty members to conduct the review, and will select one member to serve as chair. The chair of the review committee will work closely with the faculty member being reviewed to compile a dossier, and on all other matters.

Assistant professors and other untenured tenure-track faculty in the Department of Art History are reviewed by a committee at least once every two years, but normally no more than once a year. Assistant professors are reviewed for promotion no later than the fall of the sixth year of service. Non-tenure-track assistant professors are reviewed for contract renewal at intervals stipulated by the University of Delaware Policies and Procedures Manual.

Tenured associate professors in the Department of Art History are reviewed by a committee at least once within every five years of service, but normally no more often than once every two years. Untenured associate professors are reviewed in the year prior to their eligibility for tenure.

Full professors in the Department of Art History are reviewed by committee at least once within every seven years of service, but normally not more often than once every two years.

During its term in office, the Chair of the department may request an internal review by the faculty, and in turn the faculty may request such a review of the Chair, in accordance with established University procedures.

VIII. Amendments. These Policies and Procedures may be amended at a duly constituted Department meeting by a two thirds majority of voting members of the Department.